70250 03 8511

70250 03 8511

CDC 70250

ADMINISTRATION SPECIALIST

(AFSC 70250)

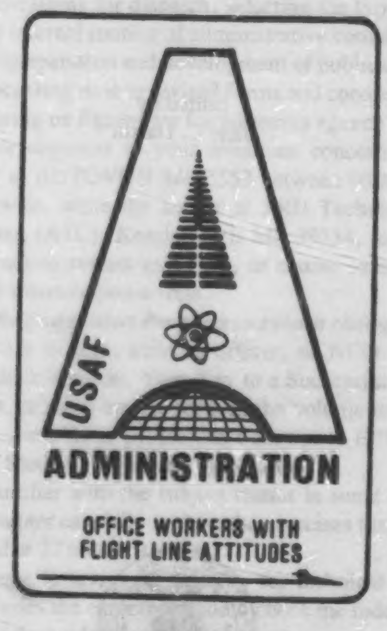
Volume 3

Documentation, Word Processing, Processing and Distributing Administrative Communications, Publications and Forms Management

NEWARK PUBLIC LIBRARY

NOV 12 1985

U. S. GOVT. PUBS.
DEPOSITORY 376


USAF
ADMINISTRATION
OFFICE WORKERS WITH
FLIGHT LINE ATTITUDES

Extension Course Institute
Air University

D301.26/17:2.

Prepared by
SSgt John A. Elliott, Jr.

Reviewed by
Willie B. McCraney

Edited by
Jane C. Hartin

DEPARTMENT OF THE AIR FORCE
UNITED STATES OF AMERICA

3300 TECHNICAL TRAINING WING (ATC)
KEESLER AIR FORCE BASE, MISSISSIPPI 39534-5000

EXTENSION COURSE INSTITUTE (AU)
GUNTER AIR FORCE STATION, ALABAMA 36118-5643

Preface

THIS THIRD volume of CDC 70250 covers a wide variety of subjects. It describes various procedures you need to know in order to perform administrative duties.

Chapter 1 covers such subject areas as the establishing, maintaining, and disposing of office files.

Chapter 2 covers the goals of word processing and the types of word processing equipment.

Chapter 3 covers such subject areas as the types of markings used for classified documents, storage of classified documents, procedures for transmitting classified documents, routing and receiving classified material, destroying classified material, and recording the destruction of classified material.

Chapter 4 covers the BITS, official mail, both distribution and action offices, preparing administrative communications for dispatch, selecting the type of postal service, special postal services, and the internal routing of administrative communications.

Chapter 5 covers the preparation and development of publications.

Chapter 6 covers processing new or revised forms and conducting reviews of forms.

Code numbers appearing on figures are for preparing agency identification only.

To get an *immediate response* to your questions concerning subject matter in this course, call the author at AUTOVON 868-3552 between 0800 and 1600 CST, Monday through Friday. Otherwise, write the author at 3400 Technical Training Group, 3300 Technical Training Wing (ATC), Keesler AFB MS 39534, to point out technical errors you find in the text, volume review exercises, or course examination. Sending subject matter questions to ECI slows response time.

NOTE: Do not use the Suggestion Program to submit changes to this course.

Consult your education officer, training officer, or NCO if you have questions on course enrollment or administration, Your Key to a Successful Course, and irregularities (possible scoring errors, printing errors, etc.) on the volume review exercises and course examination. Send questions these people can't answer to ECI, Gunter AFS AL 36118-5643, on ECI Form 17, Student Request for Assistance.

You may be more familiar with the subject matter in some chapters than with others. However, study each chapter carefully and use the exercises that follow each objective.

This volume is valued at 27 hours (9 points).

Material in this volume is reviewed annually for technical accuracy, adequacy, and currency. For SKT purposes the examinee should check the Index of ECI Study Reference Material to determine correct references to study.

READEX FICHE

Contents

Page

Preface .... *iii*

Chapter

1 Records Management.. 1

2 Word Processing 35

3 Document Security.. 37

4 Processing and Distributing Administrative Communications 53

5 Preparing and Developing Publications.. 63

6 Forms Management.. 101

Answers for Exercises 111

CHAPTER 1

Records Management

DOCUMENTATION plays one of the most vital roles in the Air Force today. It could be equated to human beings in that we have a memory; we are a record of past events; and possibly, the basis for future actions. Our problem is that we often find it difficult to remember things. For example, do you remember what you had for supper Wednesday of last week? Unless it was something out of the ordinary, you probably won't.

The advantage of documentation versus memory cannot be measured, except that without documentation we would be destined to repeat the same mistakes over and over again.

Policy and guidance on implementing the documentation management program, from establishing responsibilities to initially setting up, maintaining, and finally disposing of files are contained in four Air Force directives. Become familiar with these directives, know where to look to find the answers to your questions. The four directives are: AFR 12-1, *Air Force Documentation Management Program*, which establishes the documentation program and outlines responsibilities for it; AFR 12-20, *Management of Documentation*, which prescribes policies, procedures, and techniques for setting up and maintaining documentation; AFR 12-50, *Disposition of Air Force Documentation*—Volumes 1 and 2—which covers disposal, retirement, and transfer of documentation.

1-1. Designations and Responsibilities

There are four individuals with documentation responsibilities that you should know—the Documentation Manager, the Functional Area Documentation Manager, the Documentation Custodian, and the Documentation Clerk. These individuals can and will help you in your documentation program. There is also any number of terms and forms you must be able to recall and use routinely.

400. State the responsibilities of various documentation personnel.

Documentation Manager. The documentation manager (DM) is responsible for providing guidance and assistance at the local level, such as wing, base, center, on filing systems; approves and disapproves requests for filing equipment and nonstandard filing supplies; assures that documentation is properly maintained and disposed of; supervises the staging area; and assures that all documentation personnel are properly trained. Major commands (MAJCOM) or separate operating agencies (SOA) may authorize chiefs of principal offices within headquarters, not authorized DMs, to appoint functional area documentation managers (FADM).

Functional Area Documentation Managers. FADMs have almost the same responsibilities as the DM, except that they are limited to a specific functional area. Clerks first should contact the FADM to resolve problems or get answers to their questions. If the FADM cannot provide the answers, the FADM should contact the DM for assistance, who in turn should get back with the clerk.

Documentation Custodian. Documentation custodians are the chiefs of offices in which official documentation is filed. Their custodial responsibilities—which cannot be redelegated—include the proper and economical use of filing supplies and equipment; proper maintenance of current documentation; supervising the disposition of noncurrent documentation; and making sure that the documentation clerk is trained.

Documentation Clerk. The documentation clerk is responsible for setting up, maintaining, servicing, and disposing of documentation maintained by the office of record. They must correctly file the documentation so it can be referenced and retrieved with a minimum of time and effort. The last responsibility of the clerk is to dispose of documentation when the retention standards have been met. All of these responsibilities will be covered in detail later in this chapter.

Exercises (400):

1. Who is responsible for providing guidance and assistance at the local level?

2. Which individual is responsible for setting up, maintaining, servicing, and disposing of the documentation maintained by the office of record?

3. The duties of the functional area documentation manager and documentation manager differ in what respect?

4. Who does the functional area documentation manager contact, if he or she cannot resolve problems or get answers to your questions?

5. This individual's responsibilities cannot be redelegated. As chief of an office he or she would be designated what responsibility?

6. Who may authorize the chiefs of principal offices within headquarters, not authorized documentation managers, to appoint functional area documentation managers?

401. Identify terms and forms used in documentation management.

Documentation. Includes all books, papers, maps, photographs, machine readable materials, or other documentary materials made or received by an agency of the United States Government under Federal law.

Office of Record. An office responsible for keeping and disposing of documentation it creates and receives in performing its official function. An office of record can be a section, branch, division, etc.

Documentation Series. A group of documents or other documentation media relating to the same subject and identified with a particular table and rule in AFR 12-50, Vol. 2, and AFR 12-20.

Active Documentation. Documentation which is referred to frequently in conducting current business or until a cutoff period is met.

Inactive Documentation. Documentation which is no longer referred to in conducting business or is in a retention period pending disposition according to AFR 12-50, Vol. 2.

Cutoff. A designated point in time, such as end of year, month, or on completion of a specific action or event after which documentation will no longer be placed in an active file.

Disposition. A comprehensive term which includes destruction, salvage or donation; transfer to a staging area or records center; transfer from one organization to another; retirement to the National Archives.

AF Form 80, Files Maintenance and Disposition Plan. Prepared by the office of record's documentation clerk, and signed by the custodian. The form identifies each documentation series maintained, the disposition authority from AFR 12-50, Vol 2, and the filing arrangement.

AF Form 82, Files Disposition Control Label. A 3½-inch by 4-inch label prepared for each series having different retention periods and glued to guide cards in front of each series. Serves to both identify documentation filed behind a guide and prescribes disposition according to authority from AFR 12-50, Vol. 2, as cited on the file plan.

AF Form 614 and 614a, Charge Out Record. Used for control and substitute for documentation withdrawn or borrowed from files and to facilitate identification of charge out material and to expedite its refiling, when returned.

AF Form 525, Documentation Disposition Recommendation. Prepared when recommending changes, additions, or deletions to AFR 12-50, Vol. 2.

SF 135 and 135A, Records Transmittal and Receipt. Prepared when transferring documentation to another organization or staging area. This form serves as both a packing list and receipt for the transferred documentation. The SF 135A is a continuation sheet.

Optional Form 11, Reference Request—Federal Records Center. Used to request information from, or loan of, documentation from records centers and staging areas.

Exercises (401):

1. Match the definitions in column A with the appropriate term in column B.

Column A

____ (1) Responsible for keeping and disposing of documentation it creates and receives in performing its official function.

____ (2) A group of documents or other media relating to the same subject and identified with a particular table and rule in AFR 12-50, Vol 2.

____ (3) Documentation which is referred to frequently in conducting current business or until a cutoff period is met.

____ (4) Documentation which is no longer referred to in conducting business or is in a retention period pending disposition.

____ (5) A designated point in time, such as end of year, month, or on completion of a specific action or event after which documentation will no longer be placed in an active file.

____ (6) A comprehensive term which includes destruction, salvage or donation; transfer to a staging area or records center.

____ (7) Prepared by the documentation clerk for each office of record. The form identifies each documentation series maintained, the disposition authority, and the filing arrangement.

____ (8) Serves to both identify documentation filed behind each guide and prescribes disposition according to authority, as cited on the file plan.

Column B

a. AF Form 82, Files Disposition Control Label.
b. AF Form 614 and 614a, Charge Out Record.
c. AF Form 525.
d. Documentation series.
e. Active documentation.
f. Inactive documentation.
g. Disposition.
h. Cutoff.
i. AF Form 80.
j. Office of Record.
k. Optional Form 21, Cross-Reference.
l. SF 135 and 135A, Records Transmittal and Receipt.
m. Optional Form 11, Reference Request—Federal Records Centers.

Column A *Column B*

____ (9) Used to control and substitute for documentation withdrawn or borrowed from files.

____ (10) Prepared when recommending changes, additions, or deletions to AFR 12-50, Vol 2.

____ (11) Filed in place of a document as a cross-reference and indicates the file location of the basic document.

____ (12) Serves as both a packing list and receipt for transferring of documentation

____ (13) Used to request information from, or loan of, documentation from records centers and staging areas.

1-2. Locating and Planning Files

Good documentation management requires that organizational files be properly located and organized. Documents in the files must be arranged and grouped so that they can be found immediately. As documents accumulate, be able to get rid of them promptly when they are no longer needed. You—the documentation clerk—and the custodian will normally handle these details—but all documentation management officials share in this responsibility.

402. Specify principles to consider in locating and planning files.

Location of Documents. The proper location of documents is very important in a documentation management program. You will hear or use the term "office of record" quite often. This term designates an office that accumulates and maintains documentation. Documents created in connection with a specific function should be located in or near the office that performs the function, so they will be readily available to the people who use them. Otherwise, the offices tend to create duplicate files. Having a designated office of record also ends confusion as to where documents are kept, contributes to completeness, makes disposition easier, and helps to protect classified information.

Documentation Series. The first thing to do in planning your files is to separate the documents into separate series. A documentation series is a group of documents or other documentation media that relate to the same subject and that are identified with a particular table and rule in AFR 12-50, Vol 2, and AFR 12-20.

AFR 12-50, Vol 2, gives Decision Logic Tables (DLTs) set up numerically, as shown in figure 1-1.

a. The first number is based on the subject series number in AFR 5-4, *Numbering Publications*, which prescribes the creation or maintenance of the documentation listed on the table.

b. The second number is for control purposes only and does not correspond or relate to the same numbered Air Force publication. For example, the directive which prescribes the administrative systems studies is AFR 4-2, *Word Processing Management Program*. The disposition authority for the studies will be found in table 4-1; 4 being the subject series number and 1 indicating it is the first of the 4 series tables.

NOTE: When you need to identify the subject series for a particular form, use AFR 0-9, *Numerical Index of Departmental Forms*, to find the prescribing directive.

DLT column headings. Each DLT consists of four column headings designated A, B, C, and D, as follows:

a. Column A provides a general description of the documentation covered. To identify your documentation series, read down this column until you come to the category of documentation required.

b. Column B is a further description of the documentation identified in Column A and may also cover general categories of forms or reports.

c. Column C primarily indicates an organization, level of command, or specific function. If none is indicated, the rule applies to all levels. Column C may include an additional description of the documentation.

d. Column D provides for the final disposition of the documentation.

In addition to the various series an office will have, there are two specific series common to all functional areas an office of record will normally maintain. These are general correspondence and transitory files.

General correspondence files. Each office will normally have a separate correspondence file that contains originals and copies of communications, memoranda, and related attachments. This correspondence invariably involves a wide variety of subjects, and can best be identified and used if arranged by subject. The subjects of the general correspondence files are standardized throughout the Air Force subjective classification system.

Transitory files. Transitory files contain documentation that is of value for 90 days or less. They do not contain procedural or policy matters. They do contain documents that involve routine transactions and may consist of transmittal letters or forms; requests for routine information, publications, or supplies; communications correcting reports; or other minor corrections. Immediately destroy transitory documentation that has served its purpose, rather than filing it.

Basic Filing Arrangements. Once you have determined what documents are to be maintained as separate series, you must select a method of arranging them that will permit ease of filing and finding, and preclude the use of separate indexing systems when possible.

Quite often, filing procedures for a series are provided in the directive that prescribes its creation. In most instances, however, you will have to decide how to arrange your files. There are six basic methods of arranging documents in series (fig. 1-2):

(1) Numerical.
(2) Organizational.
(3) Subjective.

4. ADMINISTRATIVE SYSTEMS MANAGEMENT. THIS TABLE COVERS THE DOCUMENTATION OF ADMINISTRATIVE STUDIES THAT ASSESS THE NEED FOR ADMINISTRATIVE SYSTEMS IMPROVEMENTS. THE WORKLOAD AND ORGANIZATIONAL DATA COLLECTED MAY RESULT IN THE IMPLEMENTATION OF MODERN ADMINISTRATIVE SYSTEMS.

TABLE 4-1

ADMINISTRATIVE SYSTEMS MANAGEMENT

R U L E	A IF DOCUMENTS ARE OR PERTAIN TO	B CONSISTING OF	C WHICH ARE	D THEN
1	ADMINISTRATIVE SYSTEMS STUDIES	APPROVED ADMINISTRATIVE SYSTEM STUDY PROPOSALS	AT HQ USAF/MAJCOM APPROVING AUTHORITIES	DESTROY 1 YEAR AFTER SYSTEM TERMINATED OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER.
2			AT OTHER ACTIVITIES	DESTROY WHEN SYSTEM TERMINATED.
3		DISAPPROVED PROPOSALS		DESTROY 1 YEAR AFTER DISAPPROVAL
4		DATA COLLECTION MATERIAL SUCH AS TYPING LOGS, TIME STUDIES, INTERVIEWS, QUESTIONNAIRES, COMPUTER PRINTOUTS, AND RELATED DOCUMENTS		DESTROY 3 MONTHS AFTER APPROVAL OR DISAPPROVAL OF PROPODSAL OR WHEN NO LONGER NEEDED. WHICHEVER IS LATER.

NPA5-505

Figure 1-1. Table 4-1, Sample Decision Logic Table (DLT) for administrative systems management.

(4) Alphabetical.
(5) Chronological.
(6) Geographical.

Within the basic arrangement, one or more of these arrangements can be used for further breakdown or subdivision of the series. For example, a geographically arranged file may be further arranged by organization; documentation filed by subject may be further arranged chronologically.

Exercises (402):

1. Where should documents be located that were created in connection with a specific function?

2. What action usually results when documents are not located in or near the office where they are most needed?

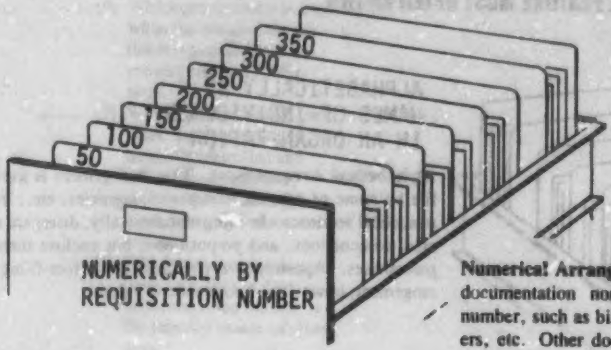
3. What is a documentation series?

4. What do the general correspondence files consist of?

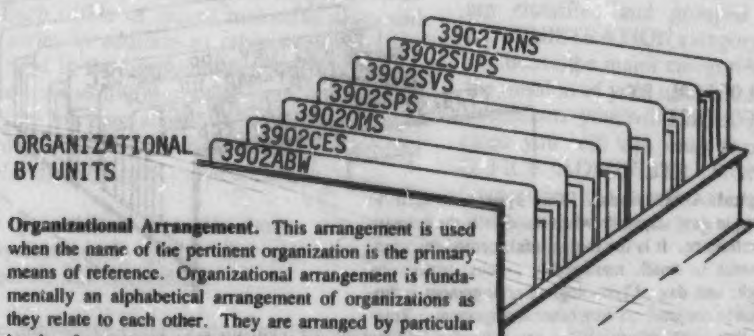
5. For how long do you retain a document in a transitory file?

6. Using figure 1-2, match each item dealing with arranging documentation in column A with the basic method in column B. Items in column B may be used only once.

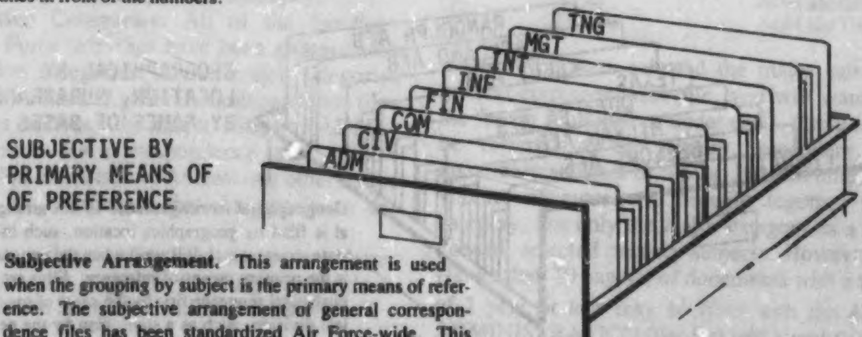
Column A	*Column B*
____ (1) Which arrangement is used to file by name of persons, companies, agencies, etc.	a. Alphabetical.
____ (2) Which arrangement is used when geographic location is the primary means of reference, such as area, county, state, country, etc.	b. Chronological.
____ (3) Which arrangement is used when grouping by subject is the primary means of reference.	c. Geographical.
	d. Numerical.
	e. Organizational.
	f. Subjective.


350
300
250
200
150
100
50
NUMERICALLY BY REQUISITION NUMBER

Numerical Arrangement. This system is used to arrange documentation normally identified and referred to by number, such as bills of lading, requisitions, purchase orders, etc. Other documentation, such as accounting documents are more useful when arranged by allotment number.


3902TRNS
3902SUPS
3902SVS
3902SPS
3902OMS
3902CES
3902ABW
ORGANIZATIONAL BY UNITS

Organizational Arrangement. This arrangement is used when the name of the pertinent organization is the primary means of reference. Organizational arrangement is fundamentally an alphabetical arrangement of organizations as they relate to each other. They are arranged by particular levels of command, and subdivided by subordinate elements arranged alphabetically and numerically by the organizational designations. If both name and number organizational designations are filed in the same group, file the names in front of the numbers.

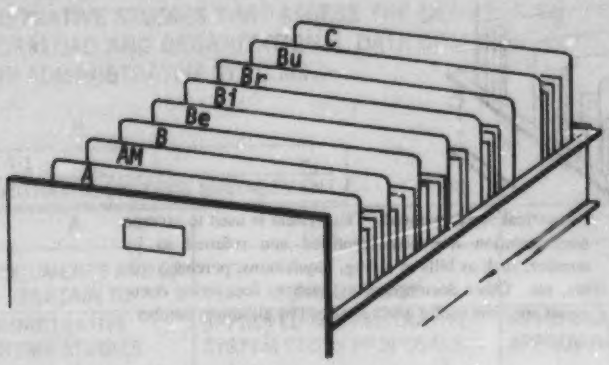

TNG
MGT
INT
INF
FIN
COM
CIV
ADM
SUBJECTIVE BY PRIMARY MEANS OF OF PREFERENCE

Subjective Arrangement. This arrangement is used when the grouping by subject is the primary means of reference. The subjective arrangement of general correspondence files has been standardized Air Force-wide. This standardized arrangement is known as the Air Force Subjective Classification System.

NPA6-245B

Figure 1-2. Basic filing arrangements.

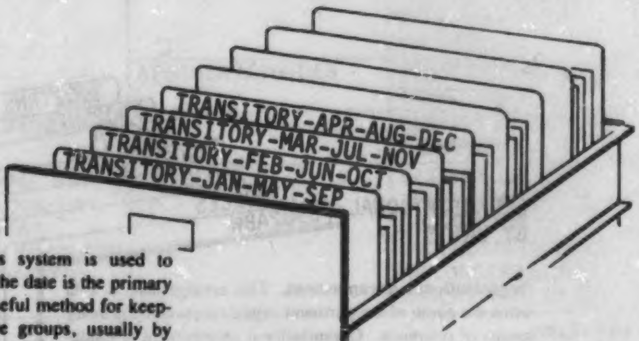
FILING BY THE FEATURE MOST OFTEN KNOWN


C
Bu
Br
Bl
Be
B
AM
A

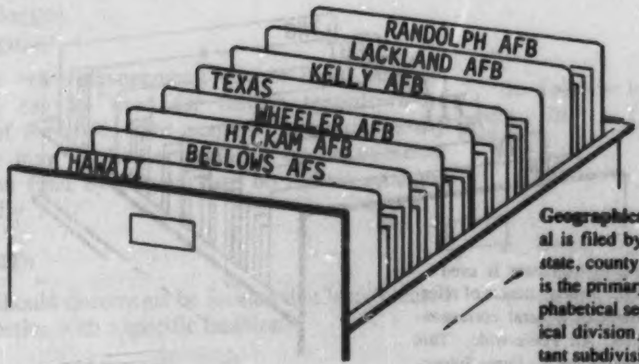
ALPHABETICALLY BY
NAMES OF INDIVIDUALS
IN AN ORGANIZATION

Alphabetical Arrangement. This arrangement is used to file by name of persons, companies, agencies, etc., in alphabetical sequence. In filing alphabetically, disregard articles, conjunctions, and prepositions, but enclose them in parentheses. Apostrophe s ('s) does not affect filing arrangement; however, s apostrophe (s') does.

CHRONOLOGICAL BY
DATE SEQUENCE


TRANSITORY-APR-AUG-DEC
TRANSITORY-MAR-JUL-NOV
TRANSITORY-FEB-JUN-OCT
TRANSITORY-JAN-MAY-SEP

Chronological Arrangement. This system is used to arrange files in date sequence when the date is the primary means of reference. It is the most useful method for keeping documents in small, manageable groups, usually by year, month, and day. Chronological arrangement is frequently used in conjunction with other arrangements. Transitory, reading, and suspense files are examples of files which are arranged by date.


RANDOLPH AFB
LACKLAND AFB
KELLY AFB
TEXAS
WHEELER AFB
HICKAM AFB
BELLOWS AFS
HAWAII

GEOGRAPHICAL BY
LOCATION, SUBARRANGED
BY NAMES OF BASES

Geographical Arrangement. In this arrangement, material is filed by geographics location, such as area, country, state, county, etc. It is used when the geographical location is the primary means of reference. Files are arranged in alphabetical sequence first by the name of the main geographical division, such as a state, then by the next most important subdivision required for reference, such as counties, cities, or names of bases.

NPA6-245A

Figure 1–2. Basic filing arrangements (contd).

Column A *Column B*

____ (4) Which arrangement is used when the name of the pertinent organization is the primary means of reference.

____ (5) Which arrangement is used when documentation is normally identified and referred to by number, such as bills of lading, requisitions, purchase orders, etc.

____ (6) Which arrangement is used to arrange files in date sequence when the date is the primary means of reference.

1-3. Air Force Subjective Classification System

Earlier, we briefly covered the general correspondence (subject) files. Each office of record maintains a general correspondence series in addition to other documentation series that they need in the operation of the office. As we have said, the subjective arrangement of general correspondence files has been standardized Air Force wide. The Air Force subjective classification system is described in AFR 12-20, *Management of Documentation*.

403. State the purpose of the Air Force subjective classification system and specify the use of major subjective categories and file outline.

The Air Force subjective classification system serves as the basis for arranging general correspondence by subject. Correspondence can be filed and found quickly and easily under this arrangement. Also, it enables the documentation clerk to separate correspondence quickly and easily.

Major Subjective Categories. All of the functions performed by Air Force activities have been grouped into 30 major subjective categories. These major categories identify subjectively arranged general correspondence files only. Most offices will use the major category ADM—Office Administration for correspondence that doesn't pertain to the mission of the office. At least one other major category is used for documents that do pertain to the mission of the office.

Each of the categories is identified by a three-letter symbol, which generally suggests the subjective title it represents. Here are the categories and their symbols:

ADM—OFFICE ADMINISTRATION
AVS—AUDIOVISUAL
CAQ—CONTRACTING AND ACQUISITION
CEN—CIVIL ENGINEERING
CHP—CHAPLAIN
CIV—CIVILIAN PERSONNEL
COM—COMMAND CONTROL AND COMMUNICATIONS
DAS—DATA AUTOMATION
FIN—FINANCIAL ADMINISTRATION
HIS—HISTORY
IGN—INSPECTOR GENERAL
INT—INTELLIGENCE
LEG—LEGAL ADMINISTRATION
LOG—LOGISTICS
MAN—MANPOWER
MED—MEDICAL SERVICES
MGT—ADMINISTRATIVE MANAGEMENT
MIL—MILITARY PERSONNEL
MTN—MAINTENANCE AND ENGINEERING
OPS—OPERATIONS
PAF—PUBLIC AFFAIRS
PLN—PLANNING AND PROGRAMMING
RDV—RESEARCH AND DEVELOPMENT
SAF—SAFETY
SEC—SECURITY
SUP—SUPPLY
SVS—SERVICES
TNG—TRAINING
TRS—TRANSPORTATION
WEA—WEATHER

AFR 12-20 gives a complete description of each major category. These major categories cannot be changed or new ones added without approval of HQ USAF.

All documents accumulated in carrying out the internal administration or "housekeeping" activities of the office are classified and grouped under the ADM—OFFICE ADMINISTRATION category.

Choose the major categories that you think best represent the mission of your unit or the overall subject of the type of documents you will be filing. As we have said, in most cases you will use only two major categories: ADM—OFFICE ADMINISTRATION and the major category representing the mission and responsibilities of the office. The examples that follow are some of the most common combinations.

UNIT	*MAJOR CATEGORIES*
Civil Engineering	ADM and CEN
Security Police	ADM and SEC
Base CBPO	ADM and MIL
Base Supply	ADM and SUP
Base Finance	ADM and FIN
Flying	ADM and OPS
Training	ADM and TNG

Once you have selected the major categories for your general correspondence file, you will want to write down the fewest subdivisions under each. These subdivisions will be referred to as primary, secondary, tertiary, and quaternary subjects or topics. For example, if only a small volume of records is brought together under a major category, use only the major category as a file title and, if needed, selected primary subjects. However, small groups (fewer than 10 papers) of documents with a retention period of 1 year or less may be filed with the ADM—OFFICE ADMINISTRATION files if it will simplify disposition.

Add new subjects (topics) only when the reference rate and the volume of documents warrant a separate subdivision.

When numbering primary, secondary, and other subjects, assign your own numbers in sequence under each major category, as illustrated below:

MIL	*MILITARY PERSONNEL ADMINISTRATION*
MIL 1	Assignment and Reassignment (1st primary)
MIL 1-1	Permanent Duty (1st secondary)

MIL	*MILITARY PERSONNEL ADMINISTRATION*
MIL 1-2	Temporary Duty (2nd secondary)
MIL 1-2-1	CONUS (1st tertiary)
MIL 1-2-2	Overseas (2nd tertiary)

Don't set up folders that will contain only one or two papers. Subdivide major and primary subjects only when reference rate or volume warrants.

File Outline. The list of major categories and their subdivisions that you have selected (written down) is known as a file outline. Now, check your outline to see if your primaries are absolutely essential to each major category. Also, check any secondary, tertiary, or quaternary subdivisions. Do you need them? (Few files need more than two levels of subdivisions and many use only major categories and primary subdivisions.) Now draft a rough outline and polish it, using these guidelines:

(1) Consolidate two subjects if one is the only subdivision of the other.

(2) Title the folders to most accurately identify their contents.

(3) Consolidate adjoining subdivisions that contain only a few documents each.

(4) Upgrade lower subdivisions to primary status if they represent primary functions of your office.

(5) Subdivide topics that tend to over fill a folder.

(6) Move the lower subdivisions up, as necessary, to obtain proper subordination.

Exercises (403):

1. What is the purpose of the Air Force Subjective Classification System?

2. How many major subjective categories are there?

3. How are the major subjective categories identified?

4. An office of record will normally use only two major categories in its general correspondence series. What are they?

5. What is a file outline?

6. Assign code numbers to the outline shown below. The major subjective category is ADM.

ADM *Major Category*

Primary
Secondary
Tertiary
Secondary
Primary
Secondary
Tertiary
Primary
Primary
Secondary
Tertiary
Quaternary

1-4. Establishing and Arranging Files

You now know the basic functions of the documentation management program and how you fit into the picture. However, the documents are not ready to file. A documentation file is only as good as the planning and care that was used in setting it up. The planning continues with the use of AF Form 80, Files Maintenance and Distribution Plan.

404. Cite the purpose and use of the AF Form 80, and specify its distribution and review.

AF Form 80, Files Maintenance and Disposition Plan. Each office of record prepares an AF Form 80 to identify all documentation for which it has responsibility—both general correspondence series and other documentation series. This form is normally prepared by the documentation clerk and approved by the documentation custodian and the local documentation manager. AFR 12-20 gives detailed instructions for preparing it; however, we will discuss it briefly.

The AF Form 80 (fig. 1-3) is a written plan used to provide a key to the documents for any person who is authorized access to them. It shows the title or description of each documentation series, the filing arrangement of each series, and the disposition of each series. The documentation series should be listed in the sequence in which the documentation will be arranged in the filing equipment.

The filing arrangement listed on the AF Form 80 is determined by you or by the directive that prescribes the creation of the documentation. AFR 12-50, Vol 2, gives the title or description and the disposition of each series. This regulation consists of decision logic tables (DLTs) that provide disposition instructions for all documentation created or accumulated by Air Force activities. Finding the appropriate table within AFR 12-50, Vol 2, is easy if you understand that series of documents are closely related to the publication series that required their creation. As an example, documentation concerning administrative communications is a result of publications in the "10" series. Therefore, the DLTs that name, describe, and authorize the disposition of these records are found in the "10" DLTs. On your files plan, you would use the series title from the appropriate DLT in AFR 12-50, Vol 2. You may follow the formal title with a description of your particular records within the series. The disposition for each series is listed by simply citing the table and rule number of the appropriate DLT that authorizes disposition. For example, the Files Maintenance and Disposition Plan is disposed of according to Table 12-1, Rule 2, of AFR 12-50, Vol 2. This would be listed on the AF Form 80 as T12-1, R2.

Preparing the file plan. A file plan is prepared by an office of record when the office is established; when major changes to the plan are required due to reorganization or realignment of functions; or when it is no longer feasible to make pen and ink changes to the present plan. Remember, there is usually no need to redo the AF Form 80 annually. Prepare the AF Form 80 in duplicate, or as directed in local supplements to AFR 12-20. Use both sides or attach a separate piece of bond paper as a continuation page. File the original in front of your current file and send the copy to the responsible documentation manager for review.

The file plan shows what documentation is maintained and how it is arranged. It also tells where documents are located when they are not kept with the majority of the files. Last of all, it shows the table and rule authorizing the disposition of the documentation.

Filling out AF Form 80. To get a better understanding of the AF Form 80, we will need to fill one out. Lets go through it item by item. Be sure to look at figure 1-3 as we go along.

Item 1. Always use approved office symbols in this block.

Item 2. This block should be updated by each new documentation clerk.

Item 3. This block identifies the chief of the office (remember to update this block each time a new chief is assigned).

Item 4. When the plan is completed, have the chief review it and indicate approval by signing in this block.

Item 5. This block is self-explanatory.

The entries in item 6, columns A, B, C, and D are most important. These are the keys to your entire filing system.

Item 6, Column A. This entry indicates how your files are arranged in the filing equipment.

Item 6, Column B. This entry contains any combination of table titles, from columns A, B, and C descriptions in AFR 12-50, Vol 2, and any local titles that help to make the documentation series entries more meaningful. EXCEPTION: For documentation series that contain a small number of documents covered by different rules, enter a title that is descriptive of all the documents in the folder. DO NOT USE CLASSIFIED DESCRIPTIONS.

Item 6, Column C. This entry tells how the files are arranged in their series, for example: alphabetical, numerical, chronological, and so on. The filing arrangement of separate series items is determined by the product filed and method of retrieval or prescribing requirement. If only one folder is involved, indicate arrangement of files within the folder. If there is more than one folder, indicate the way in which the folders are set up. Files within the folders can be arranged in any sequence that provides the easiest retrieval.

Item 6, Column D. This column identifies the table and rules from AFR 12-50, Vol 2, authorizing disposition of the documentation. REMEMBER: Tables in AFR 12-50, Vol 2, are usually in the same number series as the prescribing directive. So when you research AFR 12-50, Vol 2, for proper disposition, look in the numerical series of the governing directive. When you do not know the number of the directive creating the documentation, use AFR 5-4, for guidance on what publications are contained in each series.

Distribution. File the original in front of the current files and send the duplicate to the responsible documentation manager for review and use in monitoring the maintenance and disposition of the documentation. Distribute any additional copies according to local supplements.

Review. Periodically, review and amend AF Form 80 to ensure that all files and documentation are accounted for and that cited disposition authorities are appropriate. Notify the documentation manager and other holders of copies of the AF Form 80 of any corrections, deletions, or additions. Redo the form only when further corrections or additions cannot be made—not simply to change office titles or symbols, or identify new custodians or clerks. Instead, delete noncurrent information and enter new information. If required, notify the documentation manager of names of new custodians and clerks, office title and symbol changes, etc., by letter.

Standardization. Some lower echelon activities (such as base exchange activities, orderly rooms, etc.) accumulate, maintain, and dispose of like documentation in the same way. In such cases, standardization of the items on AF Form 80 saves time and money. The documentation management officer approves standardized AF Form 80 before the using activities prepare and distribute them.

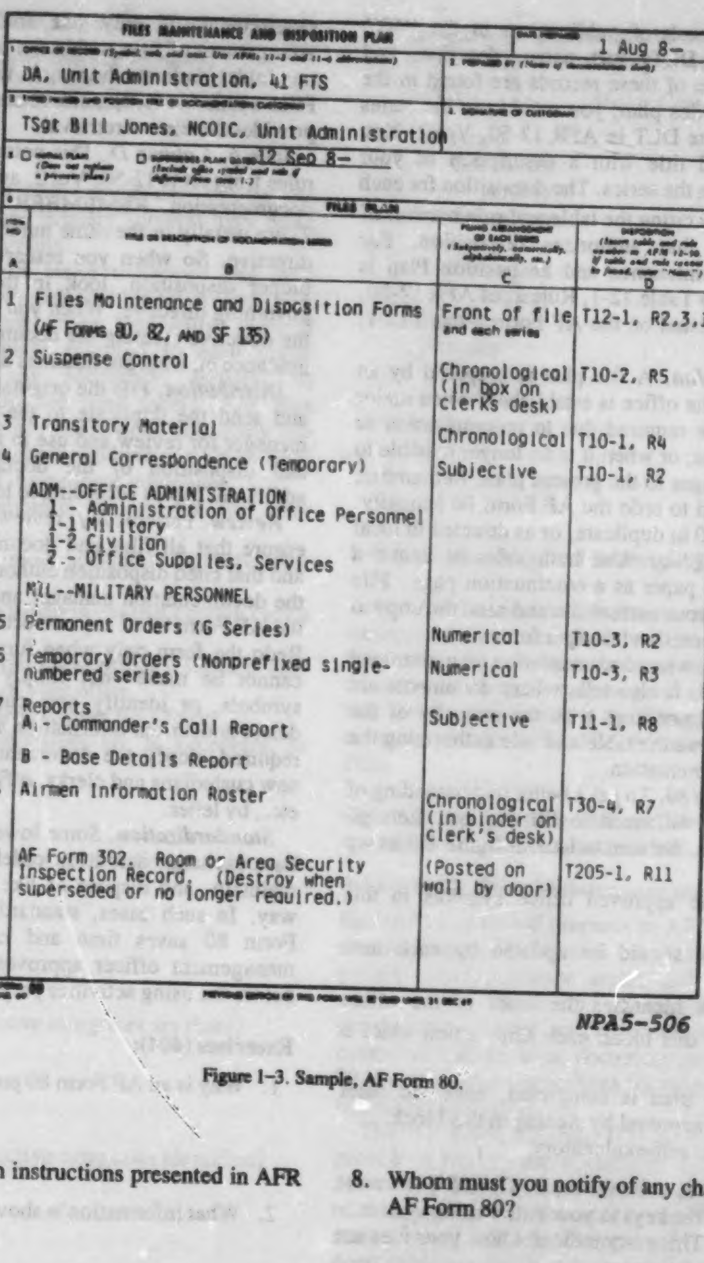
Exercises (404):

1. Why is an AF Form 80 prepared?

2. What information is shown on the AF Form 80?

3. How should a documentation series be listed on the AF Form 80?

4. In what publication will you find the title or description and the disposition for each series?



FILES MAINTENANCE AND DISPOSITION PLAN

DATE PREPARED 1 Aug 8-

1 OFFICE OF RECORD: DA, Unit Administration, 41 FTS

3 TYPED NAME AND POSITION TITLE OF DOCUMENTATION CUSTODIAN: TSgt Bill Jones, NCOIC, Unit Administration

2 PREPARED BY

4 SIGNATURE OF CUSTODIAN

5 ☐ INITIAL PLAN ☐ SUPERSEDES PLAN DATED 12 Sep 8-

6 FILES PLAN

ITEM NO. A	TITLE OR DESCRIPTION OF DOCUMENTATION SERIES B	FILING ARRANGEMENT OF EACH SERIES (Subjectively, numerically, alphabetically, etc.) C	DISPOSITION (Insert table and rule number in AFR 12-50. If table and rule cannot be found, enter "None.") D
1	Files Maintenance and Disposition Forms (AF Forms 80, 82, AND SF 135)	Front of file and each series	T12-1, R2,3,1
2	Suspense Control	Chronological (in box on clerks desk)	T10-2, R5
3	Transitory Material	Chronological	T10-1, R4
4	General Correspondence (Temporary)	Subjective	T10-1, R2
	ADM--OFFICE ADMINISTRATION 1 - Administration of Office Personnel 1-1 Military 1-2 Civilian 2.- Office Supplies, Services		
	MIL--MILITARY PERSONNEL		
5	Permanent Orders (G Series)	Numerical	T10-3, R2
6	Temporary Orders (Nonprefixed single-numbered series)	Numerical	T10-3, R3
7	Reports A - Commander's Call Report B - Base Details Report	Subjective	T11-1, R8
8	Airmen Information Roster	Chronological (in binder on clerk's desk)	T30-4, R7
9	AF Form 302. Room or Area Security Inspection Record. (Destroy when superseded or no longer required.)	(Posted on wall by door)	T205-1, R11

AF FORM 80

NPA5-506

Figure 1–3. Sample, AF Form 80.

5. How are the disposition instructions presented in AFR 12-50, Vol 2?

6. Normally, how many copies of the AF Form 80 are prepared and what is the distribution of the copies prepared?

7. How often should your AF Form 80 be redone?

8. Whom must you notify of any changes you make to the AF Form 80?

405. State how to complete and use the forms, guide cards, and folders used to locate files.

The files plan might be compared to a blueprint for a house. It is the specifications for building and maintaining your files. If documents were merely thrown into the filing equipment—even in the planned sequence—they would be difficult to find. Besides that, who would want to constantly refer to AFR 12-50, Vol 2, to determine when and how to clear the files? A good files plan, and the guide cards, and labeled folders that go with it will help to simplify your filing operation.

Guide Cards. Guide cards serve as signposts to divisions within the general correspondence files. Keep in mind that they are optional. They identify and introduce each major category. The position of guides indicates levels of division and subdivision. For example, in a subjectively arranged file, use a first position guide to introduce each major category, a second position guide for the primary subdivision, and so on. To better balance the guides to folders where you have many tertiary and further subdivisions, place both the major category and primary subdivisions in the first position, the secondary subdivisions in the second position and further subdivisions in the third position.

Disposition Guide Cards. Guide cards with AF Form 82, Files Disposition Control Label, affixed are called disposition guide cards. An AF Form 82 is prepared for each documentation series or for sub-items that have different retention periods. Information on this label includes the series title, disposition authority, and cutoff and disposition instructions.

Entering Series Descriptions in AF Form 80. The files plan is kept on AF Form 80, Files Maintenance and Disposition Plan. All documentation covered by each item number (see item 6A of the AF Form 80 shown in fig. 1-4) must have the same table and rule. For example: Disposition of staff visit documentation is covered by table 11-2, rules 16 to 20. If you determine that rules 16, 19, and 20 are applicable, then there must be a separate item number for rules 16, 19, and 20.

Completing AF Form 82. A Files Disposition Control Label (fig. 1-5) is prepared for each series. (Remember, every time you have a new table and rule, you have a new series.) The AF Form 82 has four entry blocks:

Block 1 contains information from item 6A and 6B of the AF Form 80.

Block 2 shows the table and rule numbers from item 6D of the AF Form 80.

Block 3 gives the instructions from AFR 12-50, Vol 1, chart 4-1, or any special cutoff instructions from column D of one of the tables in AFR 12-50, Vol 2. We'll go into this further in a later chapter.

Block 4 tells what to do with documentation once it has been cut off. Here again, use AFR 12-50, Vol 1, chart 4-1, or the applicable table from AFR 12-50, Vol 2.

How to Use AFR 12-50, Vol 1, Chart 4-1. Completing the AF Form 82 is difficult unless you know when to cut off the documentation or how to dispose of it. Chart 4-1 should help you simplify those tasks.

The portion of chart 4-1 shown in figure 1-6 shows retention periods of 1 year or less.

Column A—Shows the total retention period.

Column B—Covers the organizational level.

Column C—Tells when to cut off your documentation based on the retention period in column A. It is from column C that you get the cutoff to enter in block 3 of the AF Form 82.

Columns D and E—Tell how long you hold the inactive documentation in the current files area after cutoff and what to do with it when that time is up.

Reading down to item 6, we see that a documentation series such as temporary general correspondence file with a retention period of 1 year is cut off on 31 December for calendar year documentation or 30 September for fiscal year documentation, held 1 year in the current files area, and then destroyed.

AFR 12-50, Vol 2, table 10-1, rule 4, tells us that transitory material is destroyed after 3 months. The table shows us (item 3, column C) that the cutoff is quarterly. Be sure to read all additional instructions such as notes and exceptions before you apply cutoff and disposition instructions.

AF Form 82 for 3 months and 1 year retention periods. Figure 1-7 shows how the AF Form 82 would be prepared for a transitory and temporary general correspondence file.

Note that the year is omitted in the cutoff block, to permit reuse of the form.

Documentation with 3 to 8 years and 9 years to permanent retentions. The portion of chart 4-1 shown in figure 1-8 covers documentation with 3 to 8 years and 9 years to permanent retention. Cutoff is made at the end of the calendar or fiscal year. After cutoff, the documentation is held in the files area for 1 year and then transferred to the staging area. If the total retention period is 8 years or less, the documentation is held for the remaining period and destroyed. If the retention period is 9 years to permanent, the documentation is held for 1 year in the staging area then retired to the Washington National Records Center (WNRC) or other designated center for the applicable time period.

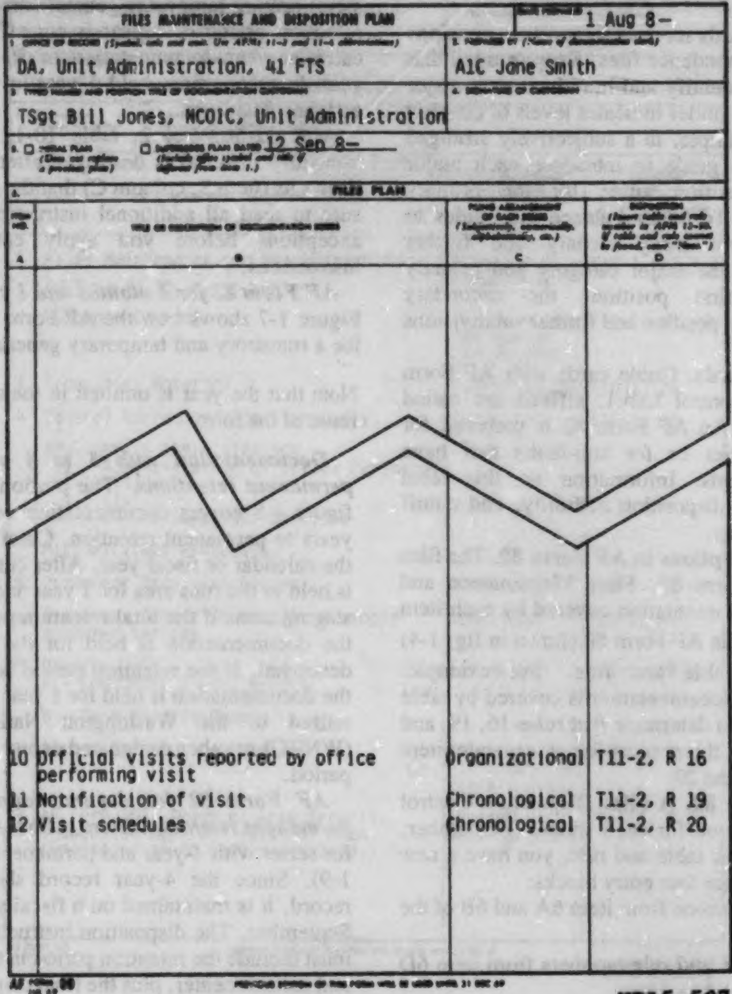
AF Form 82 for documentation with a 4-year and permanent retention. Here is how AF Form 82 is prepared for series with 4-year and permanent retention periods (fig. 1-9). Since the 4-year record shown is an *accounting* record, it is maintained on a fiscal year, so the cutoff is 30 September. The disposition instructions entered in block 4 must include the retention period in the office, staging area, and records center, plus the final disposition.

Documentation with retention period based on an event or completion of an action. This portion of chart 4-1 (fig. 1-10) shows retention periods based on an event or completion of an action.

Item 16 covers series for which a cutoff date is not appropriate since the material is destroyed immediately upon supersession, obsolescence, when no longer needed, etc. These series continue as current files until the specified event occurs and they are destroyed.

Item 17 covers documentation that must be retained for a specified time period after an event or action. Notice column C, and how to cut off the files. Upon completion of the action, place the documentation in an inactive file (this means placing it *behind* the current active series). Then cut off the inactive file on 30 September or 31 December, as appropriate. Hold it in the current files area for the period specified, then destroy or retire it according to items 1 through 15.

AF Form 82 with retentions based on an event or completion of an action. The AF Form 82 on the left in figure 1-11 is for a series that is destroyed upon completion of an event or action. Since there is no specific date for



FILES MAINTENANCE AND DISPOSITION PLAN

DATE PREPARED 1 Aug 8-

1. OFFICE OF RECORD (Symbol, title and unit. Use AFRs 11-2 and 11-4 abbreviations) DA, Unit Administration, 41 FTS	2. PREPARED BY (Name of documentation clerk) A1C Jane Smith
3. TYPED NAME AND POSITION TITLE OF DOCUMENTATION CUSTODIAN TSgt Bill Jones, NCOIC, Unit Administration	4. SIGNATURE OF CUSTODIAN

5. ☐ INITIAL PLAN (Does not replace a previous plan) ☐ SUPERSEDES PLAN DATED 12 Sep 8— (Include office symbol and title if different from item 1.)

6. FILES PLAN

ITEM NO. A	TITLE OR DESCRIPTION OF DOCUMENTATION SERIES B	FILING ARRANGEMENT OF EACH SERIES (Subjectively, numerically, alphabetically, etc.) C	DISPOSITION (Insert table and rule number in AFR 12-50. If table and rule cannot be found, enter "None") D
10	Official visits reported by office performing visit	Organizational	T11-2, R 16
11	Notification of visit	Chronological	T11-2, R 19
12	Visit schedules	Chronological	T11-2, R 20

AF FORM 80 JUL 69 PREVIOUS EDITION OF THIS FORM WILL BE USED UNTIL 31 DEC 69

NPA5-507

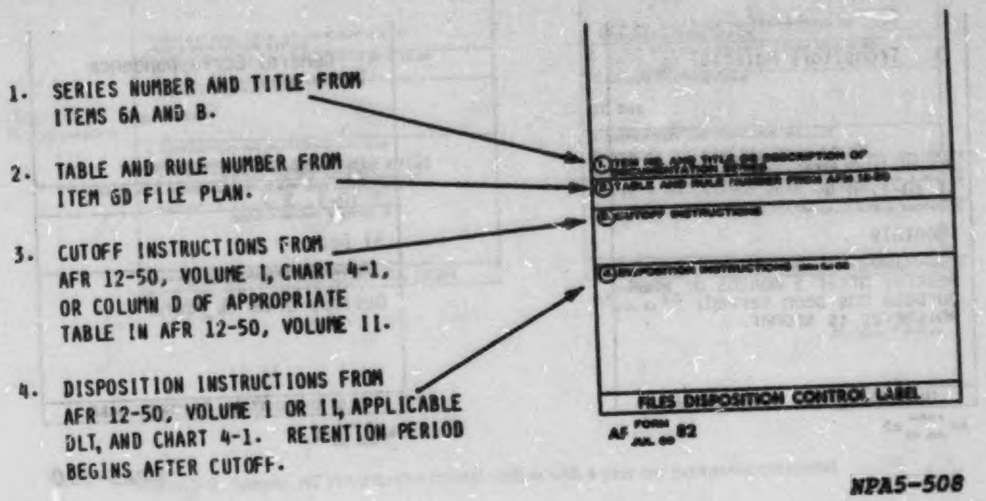
Figure 1-4. Sample, AF Form 80 (series description).

cutoff, you would enter either "See Below" or "NA" for Not Applicable in item 3.

The retention and disposition of the series identified by the AF Form 82 on the right is based on the year in which the final collection is made. Thus your cutoff block must include all the information shown. Since this series has a 4-year retention after cutoff (from the DLT in AFR 12-50), you can refer back to items 12 or 13, as appropriate, on chart 4-1 and find how to enter the disposition instructions in block 4.

Where To Place AF Form 82. Once prepared, the AF Forms 82 are affixed to first- or left-position tabs or guide cards. These disposition guide cards, as they are known, serve both to identify the documentation filed behind each guide and to give the cutoff and disposition instructions for the documentation. Disposition guide cards stay with the cutoff files as long as the files stay in the current files area. That is why a specific year is never included in the cutoff block. When you can't place a disposition guide card in front of a series or when the documentation is located away from the drawer, place the AF Form 82 on the documentation's container or binder in a place where it can be easily read. When a series is filed in more than one container, place the AF Form 82 on the first container or on each container.

Folder Labels—General. Once your disposition guide cards are prepared, the next step is to label your file folders. For series other than general correspondence files, folder identification will contain the item number (6A) from the files plan, the title of the series, and the year, if the documentation has a retention of 1 year or longer.


① ITEM NO. AND TITLE OR DESCRIPTION OF DOCUMENTATION SERIES
② TABLE AND RULE NUMBER FROM AFM 12-50
③ CUTOFF INSTRUCTIONS
④ DISPOSITION INSTRUCTIONS
FILES DISPOSITION CONTROL LABEL
AF FORM JUL 60 82

1. SERIES NUMBER AND TITLE FROM ITEMS 6A AND B.
2. TABLE AND RULE NUMBER FROM ITEM 6D FILE PLAN.
3. CUTOFF INSTRUCTIONS FROM AFR 12-50, VOLUME I, CHART 4-1, OR COLUMN D OF APPROPRIATE TABLE IN AFR 12-50, VOLUME II.
4. DISPOSITION INSTRUCTIONS FROM AFR 12-50, VOLUME I OR II, APPLICABLE DLT, AND CHART 4-1. RETENTION PERIOD BEGINS AFTER CUTOFF.

NPA5-508

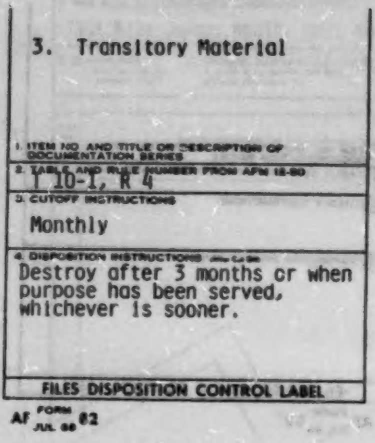
Figure 1-5. Sample, AF Form 82.

ITEM	A	B	C	D	E
	DOCUMENTATION RETENTION PERIOD	DOCUMENTATION ACCUMULATED BY	CUTOFF PERIOD	HOLD IN THE CURRENT FILES	AND
1	1 MONTH	ANY AIR FORCE ACTIVITY	AT THE END OF EACH MONTH	1 MONTH	DESTROY
2	2 MONTHS			2 MONTHS	
3	3 MONTHS		AT THE END OF EACH QUARTER	3 MONTHS	
4	4 MONTHS		AT THE END OF 4 MONTHS	4 MONTHS	
5	6 MONTHS		SEMIANNUALLY	6 MONTHS	
6	1 YEAR		AT THE END OF EACH CALENDAR OR FISCAL YEAR, AS APPLICABLE	1 YEAR	

NOTE: BE SURE TO FOLLOW ALL NOTES SHOWN IN CHART 4-1, AFR 12-50, VOLUME I.

NPA5-509

Figure 1-6. Sample of how to use AFR 12-50, Volume I, Chart 4-1.



3. Transitory Material

1. ITEM NO. AND TITLE OR DESCRIPTION OF DOCUMENTATION SERIES

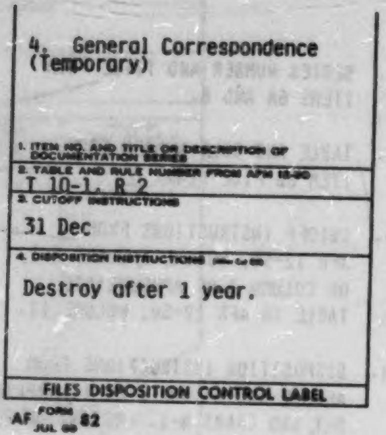
2. TABLE AND RULE NUMBER FROM AFM 12-50
I 10-1, R 4

3. CUTOFF INSTRUCTIONS
Monthly

4. DISPOSITION INSTRUCTIONS
Destroy after 3 months or when purpose has been served, whichever is sooner.

FILES DISPOSITION CONTROL LABEL

AF FORM JUL 68 82



4. General Correspondence (Temporary)

1. ITEM NO. AND TITLE OR DESCRIPTION OF DOCUMENTATION SERIES

2. TABLE AND RULE NUMBER FROM AFM 12-50
T 10-1, R 2

3. CUTOFF INSTRUCTIONS
31 Dec

4. DISPOSITION INSTRUCTIONS
Destroy after 1 year.

FILES DISPOSITION CONTROL LABEL

AF FORM JUL 68 82

NPA5-510

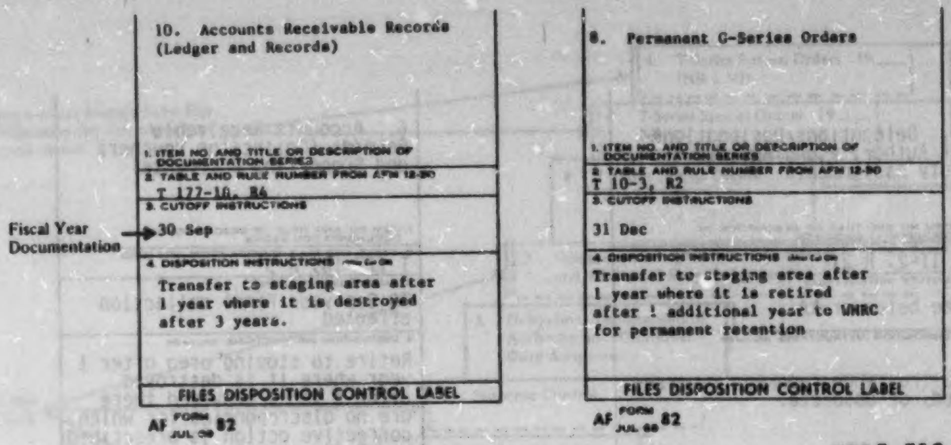
Figure 1–7. Sample, AF Form 82 (for documentation with 3-month and 1-year retentions).

I T E M	A	B	C	D	E
	DOCUMENTATION RETENTION PERIOD	DOCUMENTATION ACCUMULATED BY	CUTOFF PERIOD	HOLD IN THE CURRENT FILES AREA	AND
13	3 TO 8 YEARS	ACTIVITIES BELOW HQ USAF	AT THE END OF EACH CALENDAR OR FISCAL YEAR, AS APPLICABLE	1 YEAR	TRANSFER TO A STAGING AREA WHERE IT IS DESTROYED AFTER EXPIRATION OF THE RETENTION PERIOD
14	9 YEARS TO PERMANENT	HQ USAF OFFICES		2 YEARS	RETIRE TO WNRC FOR RETENTION
15		ACTIVITIES BELOW HQ USAF		1 YEAR	TRANSFER TO A STAGING AREA WHERE IT IS RETIRED AFTER 1 ADDITIONAL YEAR TO WNRC OR OTHER DESIGNATED RECORDS CENTER

NOTE: BE SURE TO FOLLOW ALL NOTES SHOWN IN CHART 4-1, AFR 12-50, VOLUME I.

NPA5-511

Figure 1–8. Sample, Chart 4-1 (with documentation showing 3 to 8 years and 9 years to permanent retentions).



10. Accounts Receivable Records (Ledger and Records)

1. ITEM NO. AND TITLE OR DESCRIPTION OF DOCUMENTATION SERIES

2. TABLE AND RULE NUMBER FROM AFM 12-50

T 177-10, R4

3. CUTOFF INSTRUCTIONS

30 Sep

4. DISPOSITION INSTRUCTIONS

Transfer to staging area after 1 year where it is destroyed after 3 years.

FILES DISPOSITION CONTROL LABEL

AF FORM JUL 68 82

8. Permanent G-Series Orders

1. ITEM NO. AND TITLE OR DESCRIPTION OF DOCUMENTATION SERIES

2. TABLE AND RULE NUMBER FROM AFM 12-50

T 10-3, R2

3. CUTOFF INSTRUCTIONS

31 Dec

4. DISPOSITION INSTRUCTIONS

Transfer to staging area after 1 year where it is retired after 1 additional year to WNRC for permanent retention

FILES DISPOSITION CONTROL LABEL

AF FORM JUL 68 82

NPA5-512

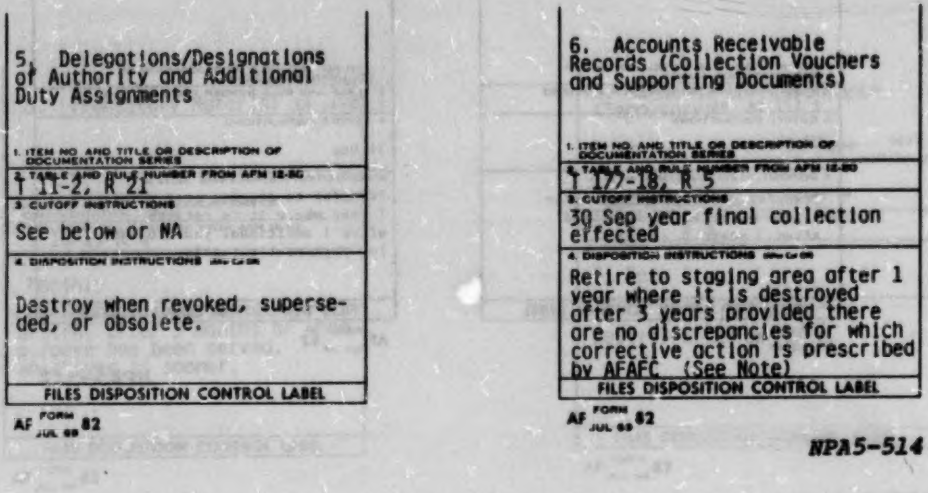
Figure 1-9. Sample, AF Form 82 (for documentation with 4-year and permanent retentions).

ITEM	A	B	C	D	E
	DOCUMENTATION RETENTION PERIOD	DOCUMENTATION ACCUMULATED BY	CUTOFF PERIOD	HOLD IN THE CURRENT FILES AREA	AND
16	BASED ON AN EVENT OR ACTION SUCH AS ON SUPERSESSION, OBSOLESCENCE, OR ON COMPLETION OF SOME ACTION	ALL AIR FORCE ACTIVITIES	ON THE EVENT OR COMPLETION OF THE ACTION STIPULATED		DESTROY
17	BASED ON A SPECIFIC TIME PERIOD AFTER AN EVENT OR ACTION, SUCH AS AUDIT... CLOSING OF A CASE FILE, ETC.		ON THE EVENT OR COMPLETION OF THE ACTION STIPULATED, PLACE IN AN INACTIVE FILE, CUT OFF INACTIVE FILE AT THE END OF EACH CALENDAR OR FISCAL YEAR, AS APPLICABLE	FOR THE APPROPRIATE TIME PERIOD AS SPECIFIED IN ITEMS 1 THROUGH 15 OF CHART 4-1, IN AFR 12-50, VOLUME I	DESTROY OR RETIRE ACCORDING TO ITEMS 1 THROUGH 15 OF CHART 4-1, AFR 12-50, VOLUME I

NOTE: BE SURE TO FOLLOW ALL NOTES SHOWN IN CHART 4-1, AFR 12-50, VOLUME I.

NPA5-513

Figure 1-10. Sample, Chart 4-1 (with documentation showing retention based on an event or completion of an action).



5, Delegations/Designations of Authority and Additional Duty Assignments

1. ITEM NO. AND TITLE OR DESCRIPTION OF DOCUMENTATION SERIES

2. TABLE AND RULE NUMBER FROM AFM 12-50
T 11-2, R 21

3. CUTOFF INSTRUCTIONS
See below or NA

4. DISPOSITION INSTRUCTIONS

Destroy when revoked, superseded, or obsolete.

FILES DISPOSITION CONTROL LABEL

AF FORM JUL 69 82

6. Accounts Receivable Records (Collection Vouchers and Supporting Documents)

1. ITEM NO. AND TITLE OR DESCRIPTION OF DOCUMENTATION SERIES

2. TABLE AND RULE NUMBER FROM AFM 12-50
T 177-18, R 5

3. CUTOFF INSTRUCTIONS
30 Sep year final collection effected

4. DISPOSITION INSTRUCTIONS
Retire to staging area after 1 year where it is destroyed after 3 years provided there are no discrepancies for which corrective action is prescribed by AFAFC. (See Note)

FILES DISPOSITION CONTROL LABEL

AF FORM JUL 69 82

NPA5-514

Figure 1-11. Sample, AF Form 82 (showing retention period based on an event or completion of an action).

Place labels to best suit the needs of your office (fig. 1-12). Here is an example of folders where no subdivisions are required. Notice that folders 1 through 3 *do not* indicate the year, since they contain documentation that is destroyed upon an event or action. Folder number 4 has a 1-year retention period and is cut off annually, so the year is included on the folder label. (If you use guide cards, do not date them, since they can be reused.)

Folder Labels—First and Second Subdivisions. While you need to place the labels to suit the needs of your office, be sure to be consistent throughout the file. For example, you may place the labels as shown in figure 1-13 to indicate the subdivisions. In some cases you won't need the general folder. In that case you would use only the first subdivision and any further subdivisions.

Folder Labels—Correspondence Files. The difference in labeling general correspondence folders (fig. 1-14) as against separate series folders is in the identifying data. On general correspondence folder labels use the *three-letter symbol* that represents the major subjective category, the number or numbers representing the subdivisions, the subject title, and the year. Note that the series number from the plan is not used on the file folder labels. Place the series number only on the disposition guide card. The year is included on the folder labels since general correspondence files are cut off annually. Again, place the labels as best suits the needs of your office. Also, each major subjective category is preceded by a first position locator guide. Identifying data is the same as that on the folder label, except the year is not included since guides stay with the current files and are not transferred with the folders to the inactive files.

Drawer Label. Finally, label each unclassified file drawer to identify its contents. Since the first label read usually is a drawer label (fig. 1-15), it should identify the contents of each drawer adequately. If files are not large, active and inactive breakouts may suffice. When the files expand to more than one drawer, add the inclusive series numbers from the AF Form 80.

Comply with DOD 5200.1-R/AFR 205-1, *Information Security Program*, and local instructions when labeling cabinets that contain classified material.

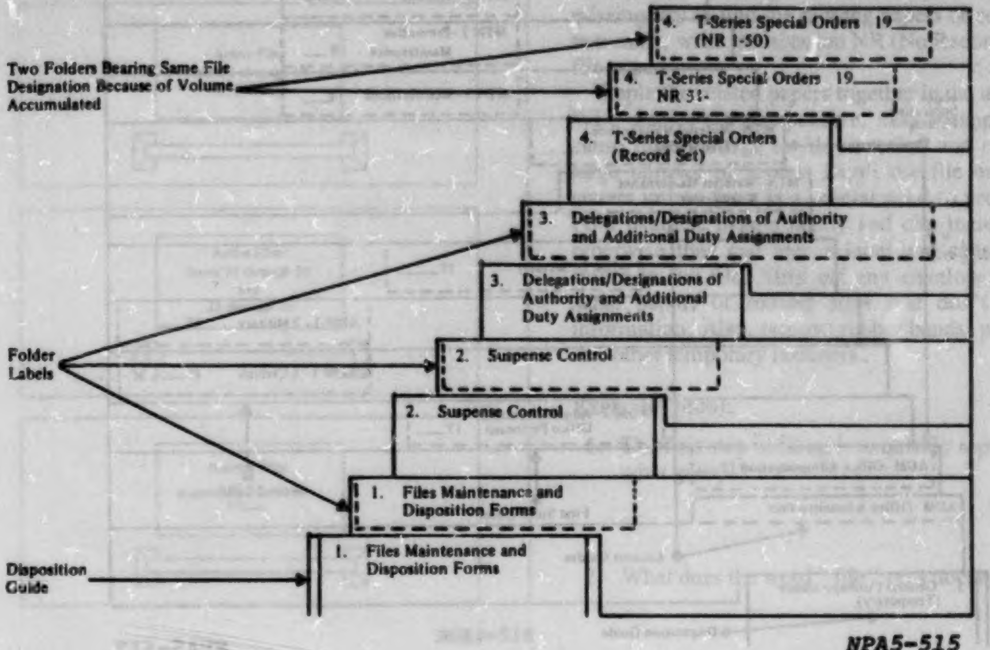
If file drawer labels are not available in your office, they can be easily made from 3-inch by 5-inch index cards. Just type the information on the card, and cut the card to fit the label holder.

Exercises (405):

1. What information is shown on AF Form 82?

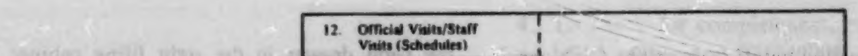
2. Where would you affix the AF Form 82 for documentation located away from the file drawer?

3. Where would you find the information used in block 1 of AF Form 82?


Two Folders Bearing Same File Designation Because of Volume Accumulated
4. T-Series Special Orders 19__ (NR 1-50)
4. T-Series Special Orders 19__ NR 51-
4. T-Series Special Orders (Record Set)
3. Delegations/Designations of Authority and Additional Duty Assignments
3. Delegations/Designations of Authority and Additional Duty Assignments
Folder Labels
2. Suspense Control
2. Suspense Control
1. Files Maintenance and Disposition Forms
1. Files Maintenance and Disposition Forms
Disposition Guide

NPA5-515

Figure 1-12. Sample folder labels.


12. Official Visits/Staff Visits (Schedules)
12. Official Visits/Staff Visits (Schedules)
Disposition Guides
11. Official Visits/Staff Visits (Notification of Visits)
11. Official Visits/Staff Visits (Notification of Visits)
10. Official Visits/Staff Visits (Office Performing Visit)
10. Office Visits/Staff Visits (Office Performing Visit)
6B-2, Military
6B-1, Civilian
6B, Personnel
6A, Security
6. Policy/Precedent File
6. Policy/Precedent File
First Subdivision
Second Subdivision

NPA5-516

Figure 1-13. Sample folder labels (first and second subdivisions).

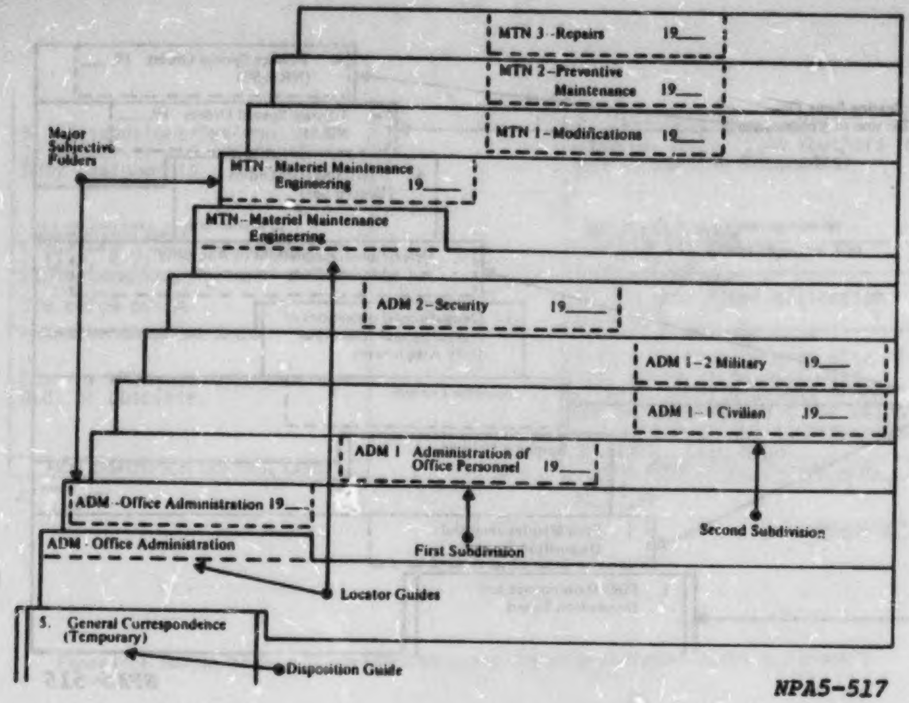

MTN 3 - Repairs 19___
MTN 2 - Preventive Maintenance 19___
MTN 1 - Modifications 19___
Major Subjective Folders
MTN - Materiel Maintenance Engineering 19___
MTN - Materiel Maintenance Engineering
ADM 2 - Security 19___
ADM 1-2 Military 19___
ADM 1-1 Civilian 19___
ADM 1 Administration of Office Personnel 19___
ADM - Office Administration 19___
ADM - Office Administration
Second Subdivision
First Subdivision
Locator Guides
5. General Correspondence (Temporary)
Disposition Guide
NPA5-517

Figure 1-14. Sample folder labels (general correspondence files).

4. Where would you find cutoff instructions for block 3 of the AF Form 82?

5. What is the purpose of guide cards?

6. How do labels prepared for guide cards differ from those prepared for file folders?

7. What information should appear on the label for an unclassified file drawer?

1-5. Maintaining the Files

In one office, people look at an AF Form 80, try one file, find a cross reference, drift from drawer to drawer, fumble from folder to folder, peer into paper after paper before they find the file they want. In another office they go straight to the right drawer in the right filing cabinet. The second office has learned its files maintenance lessons.

406. State the need for file coding, and checking and sorting documentation prior to filing.

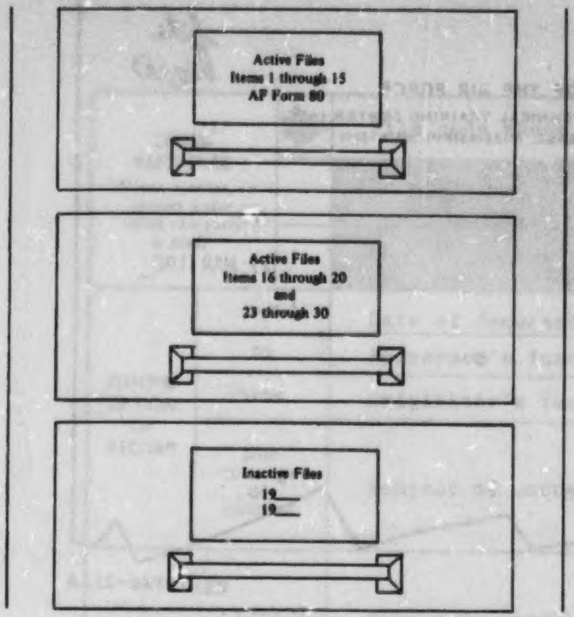
Too many documentation clerks let material go unfiled for too long. They let papers accumulate on desks, on tops of tables or cabinets, in boxes, or in drawers. They finally take action when the clutter grows unsightly.

Papers ought to be put away daily. The operating routine should be: (1) check and sort, (2) mark the file designation, (3) index or cross reference, and (4) file.

Daily filing is better than weekly or other periodic filing, chiefly because the papers most frequently asked for are those most recently received. Seeking them in a large stack of miscellaneous unfiled papers is slow and tedious work.

Checking and Sorting. The first step in filing is to quickly separate all papers into groups; those to be filed, those to be discarded, and those to be acted on now.

Papers "not to be filed" are most likely to include: (1) papers to be circulated in the office before they are filed, (2) papers to be destroyed, (3) papers concerning incomplete actions which require suspense or followup control, or incomplete papers for which someone must try to find missing papers or data, (4) personal papers mistakenly placed in the file basket, and (5) papers



NPA5-518

Figure 1-15. Sample drawer labels.

presumed to have been filed but which lack a mark authorizing filing.

File authority and file designation (coding). With respect to (5), the well-managed office does not file papers until the proper official (normally the custodian, or head of the office) has, in effect, certified the need for filing. The official writes "file" and his or her initials in the upper right-hand corner as shown in figure 1-16. Documents not bearing such authorization, plus any others the clerk is not sure are ready for filing, should be returned to the certifying official.

Specific categories of documentation may be exempted from these requirements when justified and approved by the documentation management officer (DMO). File authority is not required on documents that obviously are ready for filing as soon as they are prepared—memos for record; classified document receipts; large volumes of single-type documents, such as requisitions and bills of lading, and historical research and reference material maintained by historians.

Inspecting for completeness. To ensure sufficiency of documentation, clerks must assemble directly related records. For a transaction involving general correspondence subject files, they should: (1) remove any earlier correspondence already on file, (2) check to see if any parts of the current correspondence are lacking, and (3) assemble the complete papers in reverse date order (earliest papers on the bottom of the pile). This is often called filing under date of latest action.

If action is complete but essential documentation is missing, try to find the missing papers or copies of them. If you can't, write the notation NR (No Record) on the related file paper.

Staple the related papers together in the upper left corner. Wire staples are inexpensive, easy to apply and remove, cause little damage to file material, and can hold a fairly large number of papers. Don't use file backing sheets or covers unless there is a special need to protect the papers. Fold oversize papers neatly and clip them at the margin; otherwise they can hide a label and cause you to lose a folder in the file. Strip off any envelopes, copies of the same paper, or routing slips that don't contain record information. Also, remove rubber bands, paper clips, pins, and other temporary fasteners.

Exercises (406):

1. The first step in filing is to quickly separate papers into what groups?

2. What does the word "file" on a document indicate?

3. What documents do not require the word "file"?

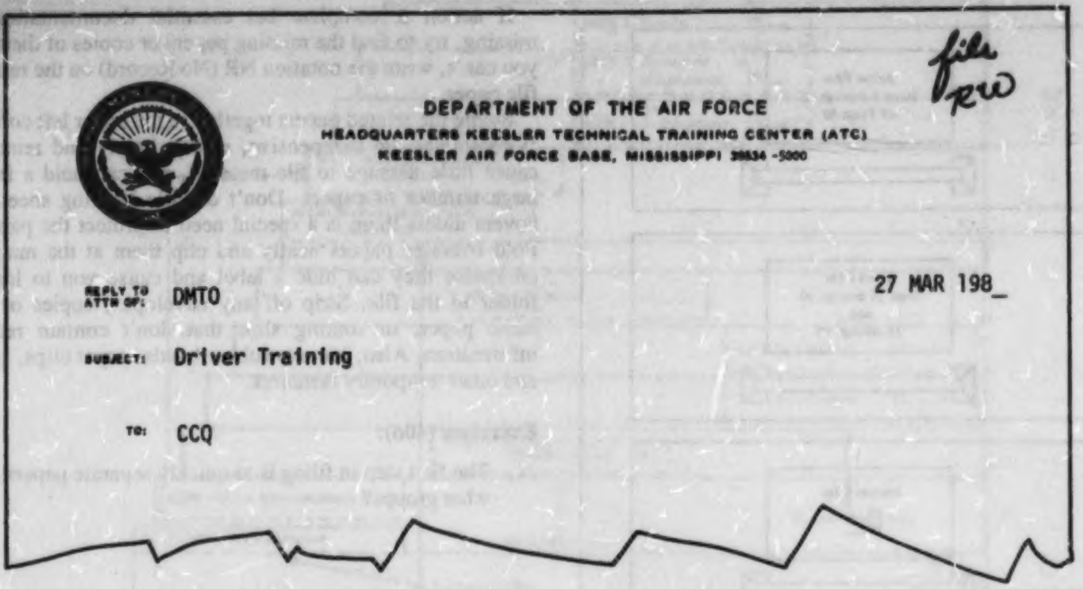
4. To check for completeness, what action would you take on a transaction involving general correspondence?

407. Specify how to use Optional Form 21, Cross-Reference, and how to control document withdrawals from the files.

Optional Form (OF) 21, Cross-Reference. Some papers either may be identified by more than one filing code or may concern more than one subject, topic, or case. So when a paper or other documentation to be filed has more than one subject or other coding under which it should be filed, or when a document is brought forward to be consolidated with another file, you should use OF 21 (fig. 1-17) as a filing aid. Instructions on filling out the form are really self-explanatory, so we won't discuss them.

Using Copies for Cross-Reference. If extra copies of the paper to be cross-referenced are available, or if reproduced copies can be made conveniently, use them instead of the OF 21, and mark them as shown in figure 1-18. The copy with uncircled codes (A) is the original and is filed in the folder that matches the *top* code. The copy with the circled code (A-1) is the duplicate. File it in the folder that matches the circled code.

Regardless of the cross-reference method, code the document to the subject that you think is the most



file
RW

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS KEESLER TECHNICAL TRAINING CENTER (ATC)
KEESLER AIR FORCE BASE, MISSISSIPPI 39534 -5000

27 MAR 198_

REPLY TO ATTN OF: DMTO

SUBJECT: Driver Training

TO: CCQ

NPA6-211A

Figure 1-16. Sample paper authorized for file.

important. This is the *file designation* of the document. Then, below the file designation, enter the file code of the other subject or subjects. This is the *cross-reference code*. Mark an "X" to the left of the cross-reference code (or codes). The X means "cross-reference to." The file designation tells where the document is to be filed. The cross-reference code identifies the folder in which you intend to file the cross-reference, whether it is an OF 21, a reproduced copy, or a duplicate.

Charge Out Records. Careless files maintenance contributes to the loss of valuable documentation and violates prescribed documentation management procedures. Such a practice may prove costly to you as well as to the Air Force. However, documentation is kept to be used; filed material will not be idle in your files.

You improve reference service and protect yourself when you practice prescribed charge-out procedures. Information about loaned documentation and the borrower should be entered on AF Form 614 or AF Form 614a, Charge Out Records.

After the AF Forms 614 or 614a have been filled out, as shown in figure 1-19, file the form in place of the borrowed document. Consistent use of this simple form eliminates wasted effort and time in searching for missing documents.

Exercises (407):

1. When would you use an OF 21, Cross-Reference sheet?

2. You have two printed copies of a report that pertains to two subjects in your file. What is the best way to cross-reference the report?

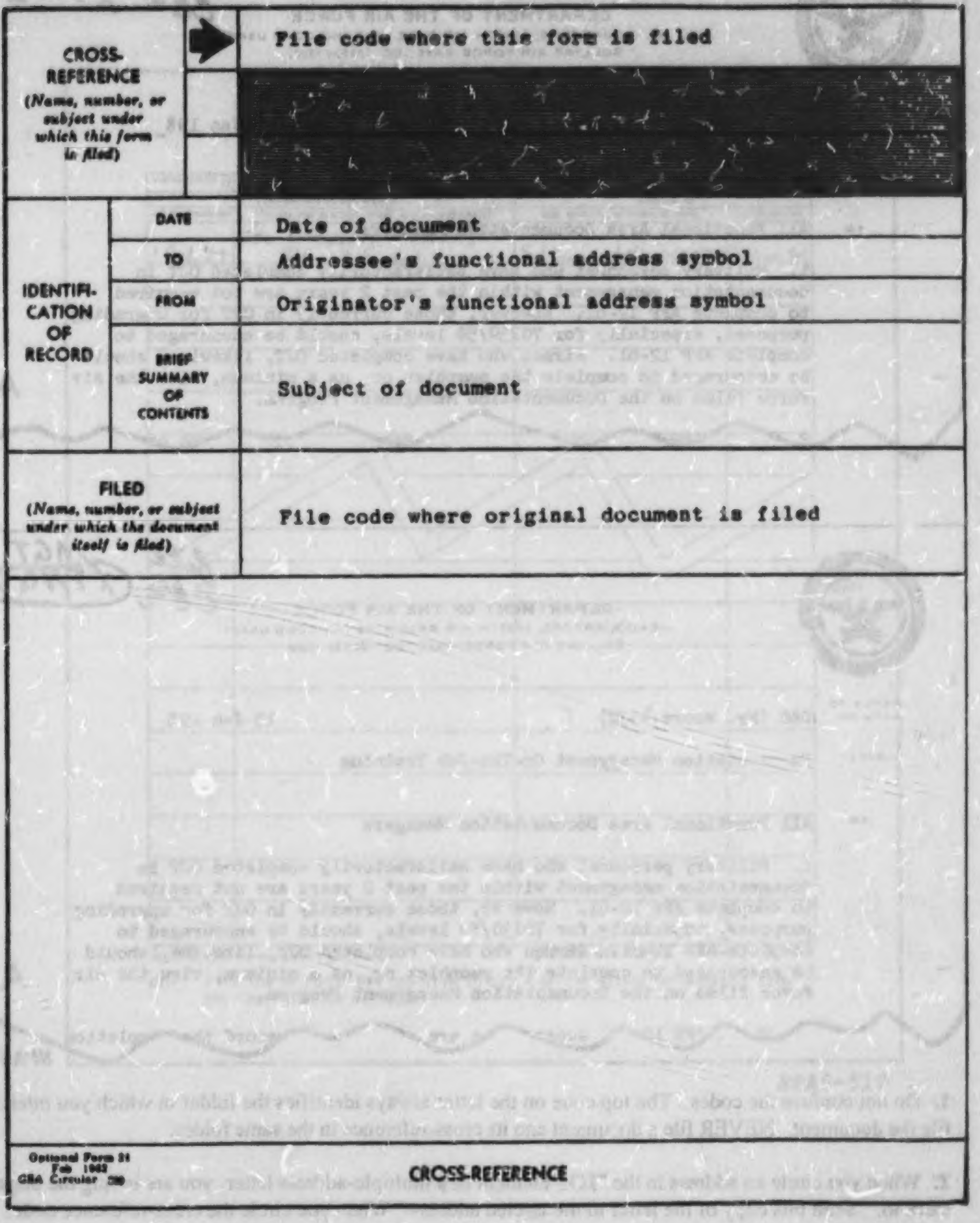
3. How are extra copies marked to indicate cross-reference?

4. What form is used to maintain control of documents on loan from the file?

5. When a document is borrowed from your files, where is the completed AF Form 614 or 614a filed?

1-6. Documentation Disposition Program

Under the documentation program, each agency head must conduct a continuing program for the economical and efficient management of the agency's documentation. Included in the program is the requirement that noncurrent documentation be systematically retired by transfer to a



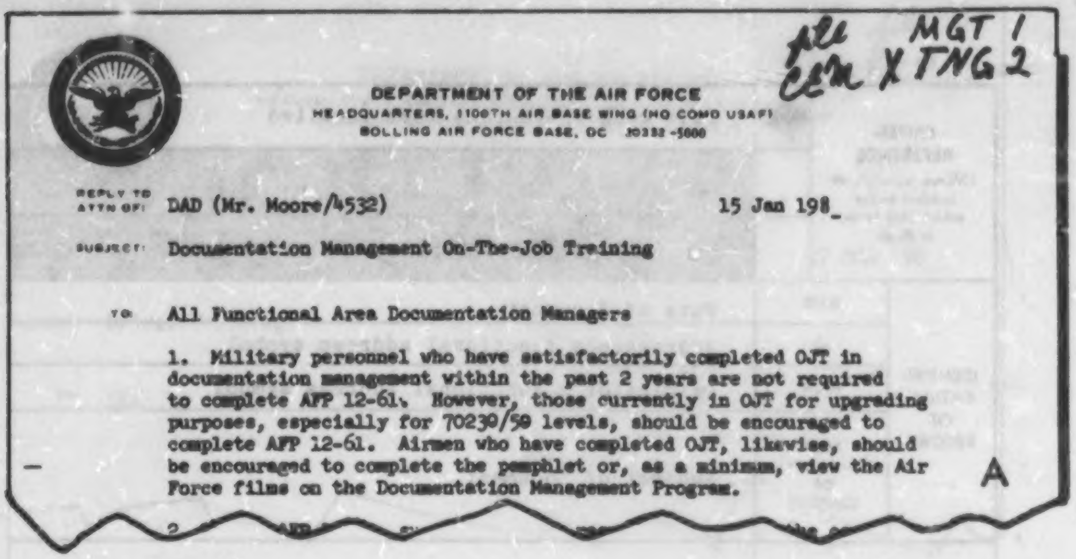
CROSS-REFERENCE *(Name, number, or subject under which this form is filed)*	➡	File code where this form is filed
		[redacted]
IDENTIFICATION OF RECORD	DATE	Date of document
	TO	Addressee's functional address symbol
	FROM	Originator's functional address symbol
	BRIEF SUMMARY OF CONTENTS	Subject of document
FILED *(Name, number, or subject under which the document itself is filed)*		File code where original document is filed

Optional Form 21
Feb 1962
GSA Circular 200

CROSS-REFERENCE

NPA5-465

Figure 1-17. Sample, Optional Form 21.



file CEM MGT 1 XTNG 2

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 1100TH AIR BASE WING (HQ COMD USAF)
BOLLING AIR FORCE BASE, DC 20332-5000

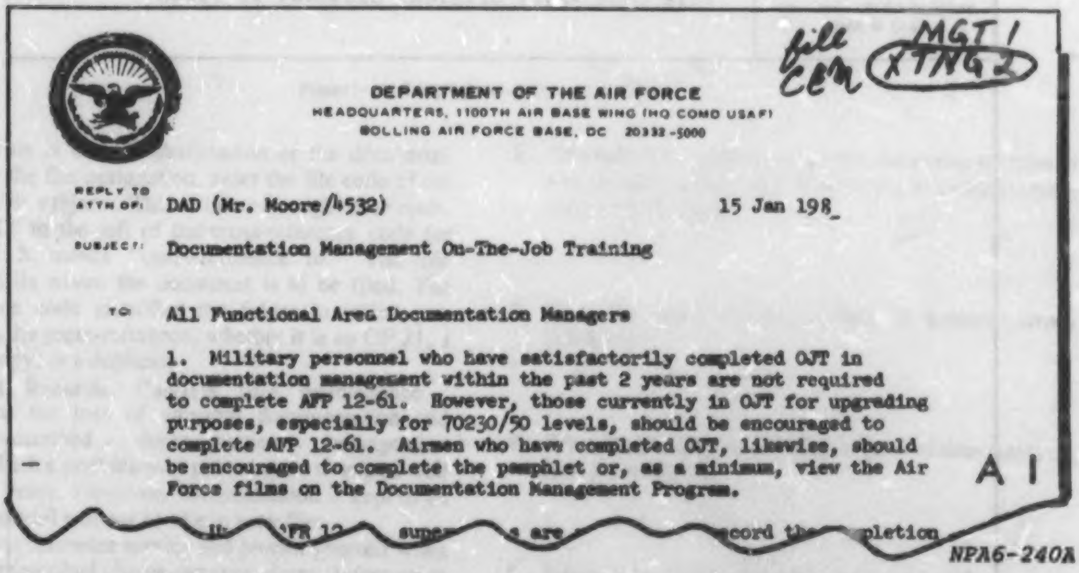
REPLY TO ATTN OF: DAD (Mr. Moore/4532) 15 Jan 198_

SUBJECT: Documentation Management On-The-Job Training

TO: All Functional Area Documentation Managers

1. Military personnel who have satisfactorily completed OJT in documentation management within the past 2 years are not required to complete AFP 12-61. However, those currently in OJT for upgrading purposes, especially for 70230/50 levels, should be encouraged to complete AFP 12-61. Airmen who have completed OJT, likewise, should be encouraged to complete the pamphlet or, as a minimum, view the Air Force films on the Documentation Management Program.

A



file CEM MGT 1 XTNG 2

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 1100TH AIR BASE WING (HQ COMD USAF)
BOLLING AIR FORCE BASE, DC 20332-5000

REPLY TO ATTN OF: DAD (Mr. Moore/4532) 15 Jan 198_

SUBJECT: Documentation Management On-The-Job Training

TO: All Functional Area Documentation Managers

1. Military personnel who have satisfactorily completed OJT in documentation management within the past 2 years are not required to complete AFP 12-61. However, those currently in OJT for upgrading purposes, especially for 70230/50 levels, should be encouraged to complete AFP 12-61. Airmen who have completed OJT, likewise, should be encouraged to complete the pamphlet or, as a minimum, view the Air Force films on the Documentation Management Program.

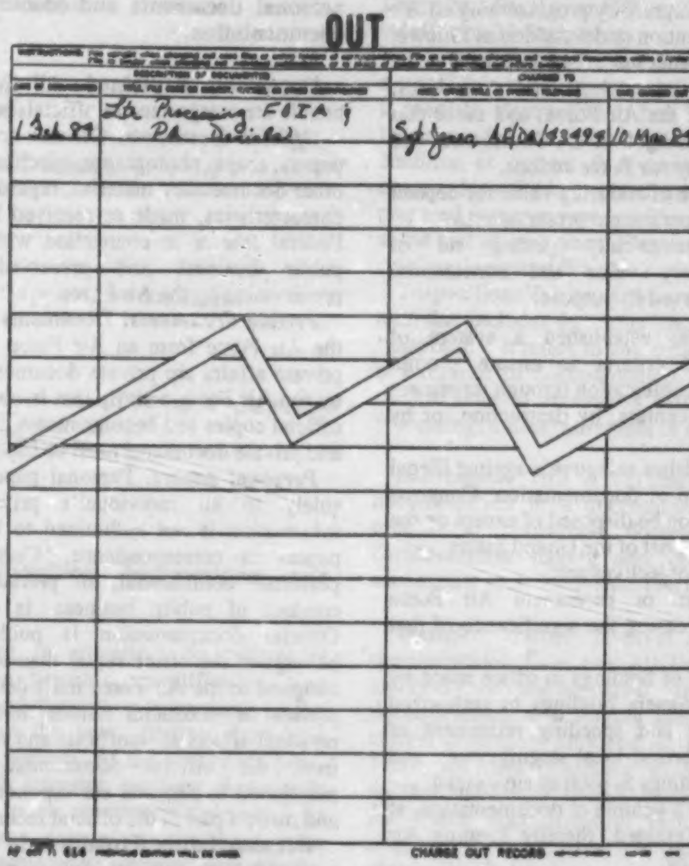
A 1

NPA6-240A

1. Do not confuse the codes. The top code on the letter always identifies the folder in which you *intend* to file the document. NEVER file a document and its cross-reference in the same folder.

2. When you circle an address in the "TO:" element of a multiple-address letter, you are telling the dispatch clerk to: "Send this copy of the letter to the circled address." When you circle the cross-reference code, you are saying "File this copy of the document in the folder with this file code."

Figure 1-18. Sample cross-reference designation.



OUT

DESCRIPTION OF DOCUMENTS		CHARGED TO	
1 Feb 89	Ltr Processing FOIA & PA Denials	Sgt Jones, AF/DA/53499	10 Mar 89

AF FORM 614

CHARGE OUT RECORD

OUT

NOTE: File the AF Forms 614 and 614A in place of the withdrawn document with the "out" portion visible.

NPA5-519

Figure 1-19. Sample, AF Form 614.

records center, by transfer to the National Archives, or by one of several methods of authorized destruction.

408. State how the Air Force implements the documentation disposition program and state the objectives of the program.

Implementation. The Air Force implements the documentation disposition program by programming all Air Force documentation for retention or destruction as follows:

a. Preserving documentation that reflects the organization, functions, policies, decisions, procedures, and essential transactions of the Air Force, and those that protect the legal and financial rights of the Government and of persons directly affected by Air Force actions.

b. Offering documentation of enduring value for deposit in the National Archives for permanent preservation.

c. Quickly and systematically getting rid of documentation of temporary value and nonessential documentation after it has served its purpose.

The Air Force also has established a system of supervision, facilities, and criteria to ensure prompt disposition of noncurrent documentation through retirement to staging areas or records centers, by destruction, or by other authorized disposition.

The Air Force also establishes safeguards against illegal removal, loss, or destruction of documentation. Congress requires that no documentation be disposed of except on the specific authority of the Archivist of the United States.

Objectives. The program objectives are:

a. To reduce long-term or permanent Air Force documentation, thereby increasing the significance of that which remains.

b. To reduce the volume of holdings in office space by retiring long-term and permanent holdings to authorized records centers, increasing and speeding retirement of short-term holdings to authorized local staging areas, and by destroying short-term holdings as soon as authorized.

c. To annually dispose of a volume of documentation, at least equal to the volume created, thereby keeping Air Force holdings from increasing.

Exercises (408):

1. How does the Air Force implement the documentation disposition program?

2. What types of documentation are preserved?

3. Can you, as a documentation custodian or manager, destroy documents you feel are no longer needed? Why?

4. What are the three main objectives of the documentation disposition program?

409. Differentiate between official, private, and personal documents and identify the four classes of documentation.

Documents Explained. All the documents you will handle are categorized as official, private, or personal.

Official documents. Official documents are all books, papers, maps, photographs, machine-readable materials, or other documentary material, regardless of physical form or characteristics, made or received by the Air Force under Federal law or in connection with the transaction of its public business and preserved or appropriate for preservation by the Air Force.

Private documents. Documents received by persons in the Air Force from an Air Force source concerning their private affairs are private documents. The copies retained by the Air Force activity that issued the documents are the official copies and become part of the official files. Official and private documents must be filed separately.

Personal papers. Personal papers are those pertaining solely to an individual's private affairs. Classified information is not authorized to be included in personal papers or correspondence. Correspondence designated personal, confidential, or private, but relevant to the conduct of public business, is official documentation. Official documentation is public documentation and belongs to the office rather than to the official. Personnel assigned to the Air Force must designate those papers of a private or unofficial nature that pertain only to their personal affairs as unofficial and maintain them separately from the official documentation. Official business mentioned in personal correspondence should be extracted and made a part of the official record.

Documentation Explained. In the next few paragraphs you will learn how to identify permanent and temporary documentation.

Permanent documentation. The Archivist of the United States describes documentation worthy of permanent preservation as that which reflects organization and administrative history, policies followed and reasons for their adoption, working methods, specific individual transactions that have a continuing legal significance or a general and continuing interest, and general social, economic, or other conditions dealt with.

In other words, permanent documents, the majority of which are created by higher headquarters or by activities with specialized functions, consist of documents that must be preserved permanently because they have administrative, legal, historical, technical research, or general value.

Temporary documentation. All documents not classified as permanent are considered temporary. Generally speaking, temporary documents are those created to accomplish a mission or to record the details of a program.

Exercises (409):

1. Match each category of documentation in column B with the description in column A. Some items in column B may be used more than once.

Column A	*Column B*
____ (1) Leave and earning statement (LES).	a. Official.
____ (2) Daily register of transaction (DROT).	b. Private.
____ (3) AFR 12-20.	c. Personal.
____ (4) A will.	
____ (5) Promotion brief.	
____ (6) Medical records.	

2. What is a permanent document?

3. Who generally creates permanent documents?

4. If a document is not classified as a permanent document, how is it classified?

1-7. Cutoff and Disposition Instructions and Retrieval

If your files planning is adequate, disposition of noncurrent documentation presents no difficulty. You simply follow the cutoff and disposition instructions on the AF Form 82. Throughout the year, destroy short-term records with no retention periods. At the end of the year, move documentation with retention periods, along with their disposition guides, to an inactive file drawer. At approximately the same time, destroy or retire the inactive documentation that has completed its retention period in the office area. Once documentation has been retired to a staging area or records center, it still may be retrieved, as we will discuss here.

410. Specify the purposes and procedures associated with "cutoff," and disposition of documentation.

Cutoff Instructions. Files "cutoff" is the segregation of active and inactive files, terminating a file after a specified time, and establishing a new file the next day, when applicable. This procedure is designed to control documentation accumulations, to prevent its growth into cumbersome and hard-to-manage collections, or to simplify disposition.

At least annually, documentation clerks cut off files. They segregate active from inactive files and retire, transfer, or destroy eligible material according to instructions on AF Form 82 and AFR 12-50, Vol 1. They also review and destroy all noncurrent technical or policy reference materials.

The basis on which documentation is maintained determines the cutoff instructions. Documents that are valuable for less than 1 year are cut off weekly, monthly, quarterly, and semiannually. Other Air Force files are maintained on a yearly basis, calendar or fiscal. A calendar-year series starts on 1 January and is cut off on 31 December; fiscal-year (FY) series begins on 1 October and cutoff is on 30 September.

However, there are many documentation series for which a cutoff date is not appropriate, such as material eligible for immediate destruction when superseded, obsolete, no longer needed, or under similar circumstances. These files continue as current files until the specified disposition occurs. New folders and disposition guide cards are not prepared for these types of files when other files are cut off at the end of each year. They are brought forward with the new year's current files.

Disposition. The word "disposition" is a comprehensive term that includes the terms "retirement," "transfer," and "disposal." It refers to any means of changing the custody or existence of documentation. However, the term is not used to refer to documents that are forwarded for further processing, unless retirement or disposal is involved.

Retirement. This is (1) the placement of noncurrent documentation in a documentation staging area, or (2) transfer of noncurrent documentation, either from a documentation staging area or from the activities that accumulate such documents to a records center.

Transfer. Transfer involves any change of custody of documentation from one Air Force activity or agency to another, as distinguished from the retirement of documentation to a staging area or records center. With certain exceptions provided for in AFR 12-50, Vol 1, Air Force activities proposing to transfer documentation to another activity or agency must obtain approval from the Air Force documentation management officer through channels. If documents are transferred as a result of a change in function or organization, the documentation officer must be notified of the type and volume of documents involved.

Disposal. Disposal refers to the destruction, salvage, donation of documents, or to any other means by which their existence as Government documentation is ended. Documents authorized for destruction by AFR 12-50, Vol 1, may be disposed of in the following ways:

a. Sale as wastepaper with resale prohibited unless content has been destroyed.

b. Destruction if it cannot be sold advantageously or if, in the opinion of a responsible officer, destruction is necessary in order to avoid disclosure of information that might be injurious to the Government or to individuals.

c. Donation for preservation and use to any eligible government, organization, institution, corporation, or person that has made application. This must be done with the approval of the Air Force documentation management officer and without cost to the Government.

Retention and Retirement Standards. Retain, destroy, or retire documentation identified in AFR 12-50, Vol 1, at times specified unless:

a. A temporary extension has been granted.

b. Emergency disposal or retirement provisions apply.

c. Other exceptions are authorized by AFR 12-50, Vol 1 and Vol 2.

All Air Force organizational documents with a retention period of more than 8 years are retired to the Washington National Records Center (WNRC), unless another records center is specified in AFR 12-50, Vol 1.

Offices at or below MAJCOM level retain noncurrent documents for only 1 year in the files area. Documents with longer retention periods are then transferred to a staging area.

When documentation is created or received that is not identified in AFR 12-50, Vol 2, the following instructions apply:

a. For a proposed new or revised directive prescribing documentation not covered in AFR 12-50, Vol 2, if changes to disposition standards are necessary because of changes in procedures, the initiating office of primary responsibility (OPR) will submit AF Form 525, Documentation Disposition Recommendation (figs. 1-20 and 1-21), with the draft of the directive when it is submitted for coordination to documentation management offices, as specified in AFR 5-1, *Air Force Publications Management Program.*

Prepare the AF Form 525 in a minimum of four copies. Retain one copy in suspense and send three copies to the DM. To get a better understanding of the AF Form 525, we will need to fill one out. Lets go through it item by item. Be sure to look at figures 1-20 and 1-21 as we go along.

Block 1. Check the applicable box.

Block 2. Enter unit designation of the documentation management office.

Block 3. Enter MAJCOM documentation office.

Block 4. Enter HQ USAF/DAQD(S).

Block 5. Enter your unit designation and FAS.

Block 6. For an addition, revision, or deletion to a series already in AFR 12-50, Vol 2, enter the current AFR 12-50, column A description. If recommending a new series, enter a concise descriptive title.

Block 7. Enter the prescribing directive, including the paragraph number, authorizing creation of the documents. Attach a copy if issued below HQ USAF level.

Block 8. Individual documents comprising the series. Include form and report numbers and titles, when applicable.

Block 9. Self-explanatory.

Block 10. Enter volume on hand in cubic feet in current files areas and then estimated annual accumulation.

Block 11. Explain why the documents are created, the manner in which they are used, and the frequency of such use.

Block 12. Indicate higher headquarters and subordinate activities maintaining the same documentation.

Block 13. Include any documents containing substantially the same information, for example, source documents, summary reports, program documents, etc.

Blocks 14 and 15. Self-explanatory.

Block 16. Recommended AFR 12-50, Vol 2, disposition instructions and complete justification for the proposed retention period. Be sure to prepare and attach a DLT in AFR 12-50, Vol 2, format to show exactly how the proposed disposition recommendations are to appear in AFR 12-50, Vol 2.

Blocks 17, 18, and 19. Self-explanatory.

b. If the documentation is taking up file space that is needed for active material, it may be transferred to a staging area designated by the command DMO or to WNRC, pending determination of final disposition.

Tables in AFR 12-50, Vol 1, may include specific standards for cutoff, establishment of inactive files, retention periods, and specific instructions as to the organizational levels at which the disposition instructions apply. In most cases, however, only general disposition instructions are provided—such as destroy after 3 months, 2 years, 10 years, when superseded, etc. Regardless of the disposition standards, retention periods are designed to begin *after* the cutoff of a file rather than the dates of individual documents in a file. Use cutoff procedures in figure 1-22 to determine the exact cutoff and disposition on AF Form 82. Therefore, the instructions on the AF Form 82 should be modified to explicitly describe the action to be taken. If documentation has a retention period of:

a. One year or less, enter "Destroy," followed by the retention period, "Destroy after 1 year."

b. Two to eight years, enter "Retire to staging area after 2 years," followed by the retention period in the staging area and final disposition, "Retire to staging area after 1 year, where it is destroyed after 3 additional years."

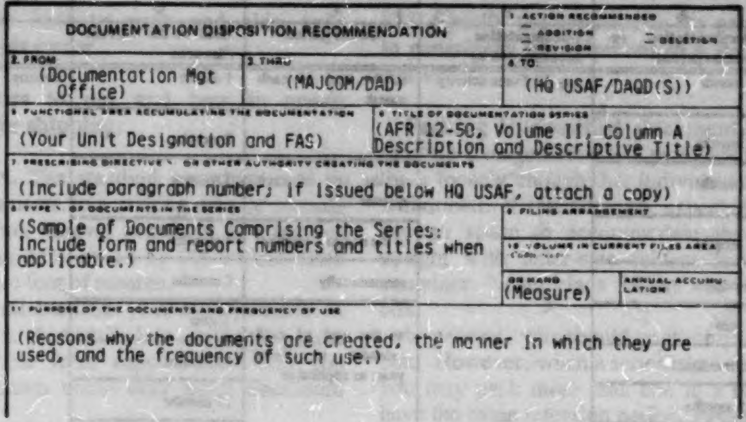
c. Nine years to permanent, enter "Retire to staging area after 1 year," followed by the retention period in the staging area. Add the appropriate record center and final disposition "Retire after 1 year to staging area, where it is retired after 1 additional year to (records center) for permanent retention."

Suppose that disposition instructions read "Destroy after 1 year." You would hold the series in your inactive files for 1 year after cutoff, and then destroy the material. Now, suppose disposition instructions read "Retire to staging area after 1 year, where it is destroyed after 3 additional years." Again, you hold the series in the inactive file for 1 year after cutoff. After the office retention period, forward the documentation to the staging area with instructions to destroy the material after 3 years.

Exercises (410):

1. Define "files cutoff."

2. What is the purpose of files cutoff procedures?



DOCUMENTATION DISPOSITION RECOMMENDATION

1. ACTION RECOMMENDED ☐ ADDITION ☐ REVISION ☐ DELETION

2. FROM (Documentation Mgt Office)

3. THRU (MAJCOM/DAD)

4. TO (HQ USAF/DAQD(S))

5. FUNCTIONAL AREA ACCUMULATING THE DOCUMENTATION (Your Unit Designation and FAS)

6. TITLE OF DOCUMENTATION SERIES (AFR 12-50, Volume II, Column A Description and Descriptive Title)

7. PRESCRIBING DIRECTIVE(S) OR OTHER AUTHORITY CREATING THE DOCUMENTS (Include paragraph number; if issued below HQ USAF, attach a copy)

8. TYPE(S) OF DOCUMENTS IN THE SERIES (Sample of Documents Comprising the Series: Include form and report numbers and titles when applicable.)

9. FILING ARRANGEMENT

10. VOLUME IN CURRENT FILES AREA

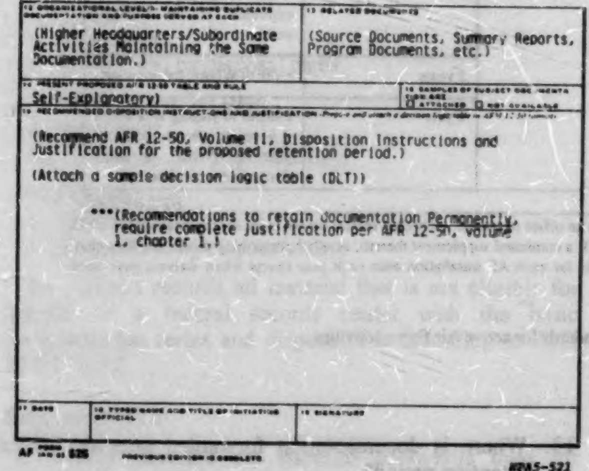
ON HAND (Measure)

ANNUAL ACCUMULATION

11. PURPOSE OF THE DOCUMENTS AND FREQUENCY OF USE (Reasons why the documents are created, the manner in which they are used, and the frequency of such use.)

NPA5-520

Figure 1–20. Sample, AF Form 525 (top portion).



12. ORGANIZATIONAL LEVEL(S) MAINTAINING DUPLICATE DOCUMENTATION AND PURPOSE SERVED AT EACH (Higher Headquarters/Subordinate Activities Maintaining the Same Documentation.)

13. RELATED DOCUMENTS (Source Documents, Summary Reports, Program Documents, etc.)

14. PRESENT PROPOSED AFR 12-50 TABLE AND RULE Self-Explanatory)

15. SAMPLES OF SUBJECT DOCUMENTATION ARE ☐ ATTACHED ☐ NOT AVAILABLE

16. RECOMMENDED DISPOSITION INSTRUCTIONS AND JUSTIFICATION

(Recommend AFR 12-50, Volume II, Disposition Instructions and Justification for the proposed retention period.)

(Attach a sample decision logic table (DLT))

***(Recommendations to retain documentation Permanently, require complete justification per AFR 12-50, volume 1, chapter 1.)

17. DATE

18. TYPED NAME AND TITLE OF INITIATING OFFICIAL

19. SIGNATURE

AF FORM 525 PREVIOUS EDITION IS OBSOLETE

NPA5-521

Figure 1–21. Sample, AF Form 525 (bottom portion).

3. **Where can you find the specified times for files cutoff?**

4. **What determines the cutoff instructions?**

5. **If documents are valuable for less than a year, when should they be cut off?**

6. **Are all documents that are maintained on a yearly basis cut off on 31 December?**

7. **Define the term "disposition."**

8. **Match the terms in column B with their definition in column A. Column B items may be used only once.**

	Column A	*Column B*
____ (1)	Change of custody of documentation from one Air Force base to another.	a. Transfer.
____ (2)	Donation of documents.	b. Retirement.
____ (3)	Placement of noncurrent documentation in a staging area.	c. Disposal.

9. **In what three ways may you dispose of documentation?**

ITEM	A	B	C	D	E
	Documentation retention period	Documentation accumulated by	Cutoff period	Held in the current files area	and
1	1 month	any Air Force activity	at the end of each month	1 month	destroy.
2	2 months			2 months	
3	3 months		at the end of each quarter	3 months	
4	4 months		at the end of 4 months	4 months	
5	6 months		semiannually	6 months	
6	1 year		at the end of each calendar or fiscal year, as applicable	1 year	
7	13 months			13 months	
8	15 months			15 months	
9	18 months			18 months	
10	2 years	HQ USAF offices		2 years	destroy.
11		activities below HQ USAF		1 year	transfer to a staging area where it is destroyed after 1 additional year.
12	3 to 8 years	HQ USAF offices		3 years	if not eligible for destruction, retire to WNRC for retention
13		activities below HQ USAF		1 year	transfer to a staging area where it is destroyed after expiration of the retention period
14	9 years to permanent	HQ USAF offices		2 years	retire to WNRC for retention
15		activities below HQ USAF		1 year	transfer to staging area where it is retired after 1 additional year to WNRC or other designated records center

NPA6-225

NOTE: Regardless of the total retention period authorized within an office of record, individual offices do not retire documentation direct to a records center unless specifically authorized in AFR 12-50, Vol I, a command supplement thereto, or other prescribing directive. This chart intends to require one consolidated shipment from a staging area for each AF installation once each year except when waivers have been granted by the DM or DMO.

Figure 1–22. Retention and retirement standards for active Air Force activities.

10. How long can noncurrent documents be maintained in the files area of an office below MAJCOM level?

11. What do you do for disposition instructions on documentation that is not identified in AFR 12-50, Vol 2?

12. When are retention periods designed to begin?

13. Where is documentation forwarded after the office retention period?

1-8. Packaging and Shipping Documentation

For some time now you have read, annotated, and carefully placed your files in their folders. The only other thing you possibly own that has received more attention than your files is your brand new car. Now it's time to send some of your files to the staging area or records center. No problem. Just throw them into a box, seal it, scribble an address on it and ship it out. Right? Wrong! The files you place in that box require the same tender loving care you gave them when you first placed them in your file drawers.

This section tells you how to pack and ship your documentation to a records center.

411. Specify containers to use and how to group documentation series for shipping.

Shipping Containers. The standard container used to transfer letter-size documents to a staging area or records center is a fiberboard box (known popularly as a records center carton) measuring 14¾ by 12 by 9½ inches. Each carton holds about 1 cubic foot of records.

Center cartons are available from your supply source. A similar box—the "tuck bottom" box with the same capacity is also available from supply. However, you should use the tuck bottom boxes only when fiberboard boxes aren't available.

Other shipping containers commonly used are heavy envelopes or wrapping paper; original cartons for such items as punchcards, magnetic tapes and films; and mailing tubes for maps and charts.

Grouping Documentation Series for Packing. For the purpose of this discussion, each series is a group of documentation with the same disposal date and the same rules from AFR 12-50, Vol 2. After you have determined which documents to ship, you must separate and group together each series as follows:

Unclassified:

a. Permanent.
b. Temporary, by disposal dates.

Secret and Confidential:

a. Permanent.
b. Temporary, by disposal dates.

Top Secret:

a. Permanent.
b. Temporary, by disposal dates.

You should remove all material that is not eligible for transfer to a federal records center with the basic documentation series and dispose of it according to AFR 12-50, Vol 2.

Exercises (411):

1. Briefly describe the standard containers used for shipping letter- and legal-size documentation.

2. When would you use the "tuck bottom" box?

3. What is the first step you should take in preparing your documents for shipment?

412. Specify the procedures for packing documentation in containers for shipment to a staging area or records center.

Packing Unclassified Documents. Keep files in their existing arrangement when you pack them in cartons. Pack them loosely enough that individual folders may be easily withdrawn. If interfiles are expected in the future, leave enough space to accommodate them. Pack the folders upright with letter-size folders facing the front of the container. Never place folders one on top of another in a box.

In general, you should pack only one series in a single box. However, when a series takes up less than 1 cubic foot you may pack more than one to a box if all of the series have the same retention period. Pack temporary series with different disposal dates in separate boxes. Pack permanent series of different organizations in the same box, but don't pack permanent and temporary together. When documentation of more than one office is packed in the same box, affix a standard folder label to the tab of the first folder of each office. Leave off the disposition guides except for the files of an inactivated unit or discontinued function.

Odd-sized records that will not fit standard cartons (bound volumes, ledgers, maps, and charts) and fragile items require special handling. Find out from the records center how to pack these kinds of records. Maps and charts usually are transferred in special map boxes, but they also may be rolled in brown paper, taped, and identified with a tag or label.

As we have said, a full standard shipping container holds 1 cubic foot of documentation. The size of the standard shipping container is such that when it is full, you don't need to use any packing material. When you must ship partially filled boxes, use crumpled or wadded paper or other suitable packing material to fill in the empty space. Don't use wood shavings, shredded paper, wax paper, additional file material, or surplus file folders.

After the files are boxed, number the cartons sequentially (1/10, 2/10, 3/10, etc.) with a permanent black marker in the upper right-front corner.

NOTE: If your office does not have enough documentation for retirement to a staging area to warrant the use of a carton, place it in an envelope, wrapper, or other cover, then process it as you would a carton.

Packing Classified Documents. Series classified Top Secret, Secret, or Confidential are packed the same as unclassified documentation, plus the following.

Large quantities. Wrap each classified series large enough to warrant the use of the standard shipping container in heavy brown paper.

Cover the files completely with the paper so that no one can see them. Then address and return-address the cover and mark it with the classification of its contents. Also, make any other special markings prescribed in DOD 5200.1-R/AFR 205-1. Then put the package and a copy of the SF 135, Records Transmittal and Receipt (to be discussed later in this chapter), in the shipping container. Do not put any markings or notations on the outside of the box that would show that its contents are classified.

A different procedure is allowed for activities within the Washington DC metropolitan area whose boxes must be picked up by an authorized (cleared) courier from the WNRC. These activities may box Secret and Confidential series without the inner wrapper and with no outer security classification markings. The box(es) must always be in the custody of a person who has the appropriate security clearance and responsibility for safeguarding such information. Finally, the courier must be fully aware of the classification of the contents of the box(es).

Small quantities. Place each series in a sealed envelope, wrapper, or other cover that will cover the files completely and prevent their disclosure. Seal or tie the package, address, return address, and mark it plainly and conspicuously with the classification of its contents. With a copy of the SF 135, place the package in an outer envelope, wrapper, or other cover that will keep the markings of the inner cover from being seen.

Exercises (412):

1. How is documentation packed in containers in relationship to existing files?

2. In what position and location should letter-size folders be packed?

3. Under what circumstances should folders be placed one on top of another?

4. How should you pack temporary series with different disposal dates?

5. When can you pack permanent and temporary files in the same box?

6. How are maps and charts usually identified and packed for transfer to a staging area or records center?

7. If you must ship a partially filled box, how do you prevent movement of the contents during shipment?

8. Generally, how are classified documentation series packed differently from unclassified documentation series?

413. State the procedure for sealing and identifying documentation shipping containers.

Sealing. Shipping containers being sent to a records center or containers being sent anywhere through postal channels (except registered mail) are sealed with pressure-sensitive tape. Boxes that are not being shipped through postal channels are sealed with gummed tape. Use pressure-sensitive tape on any documentation that has a retention period of more than 8 years, and that will eventually be retired to a records center. The top flaps of containers holding unclassified documents may be interlocked. If heavy-duty staples are available, fasten the bottom flaps with them. When boxes or packages are sent as registered mail, seal them with mucilage, glue, or a nonglazed tape as prescribed in AFR 182-2, *Postal, Small Parcel, and Distribution Management*. When you send boxes by parcel service, be sure to observe size and weight limitations and other provisions of AFR 182-2.

Identification. On the top of each box, give the shipper's and addressee's name and address. You don't have to do this, of course, if the boxes will be picked up or delivered locally.

For shipments to a staging area, number the boxes in each shipment sequentially in the upper right-hand corner of the unstitched front end of each box. If boxes are packed in several locations for eventual consolidation into a single shipment, assign temporary numbers in pencil but erase them before you start to number the complete shipment.

Exercises (413):

1. What kinds of tape are generally used to seal containers to be sent to the records center or to the staging area?

2. When would you use pressure-sensitive tape for records being sent to a staging area?

3. What kind of identification do you put on a shipping container you're sending to a records center?

414. Specify the uses and the preparation of SF 135, Records Transmittal and Receipt, and SF 135A, Continuation.

SF 135 and 135A have several uses. Primarily they are used to identify documentation to be retired or to transfer custody of documentation to another activity. They also serve as a packing list for transferred or retired documentation and as a medium for controlling the location, retrieval, reference, and disposition of documentation. These forms may also be used to receipt for retired documentation; and for identifying and accounting for lost, destroyed, or withheld documentation that normally would have been retired.

You don't have to prepare a separate set of SFs 135 for each box in a shipment. But, do prepare a set for each office of record that is shipping documentation to a staging area. Also, prepare a set for each headquarters and named or numbered organization that is retiring documentation to a records center. Do not use these forms when you retire or ship military or civilian personnel records and military pay records.

Figure 1-23 shows the front side of an SF 135. Instructions for preparation are on the back of the form. Figure 1-24 shows how many copies to prepare for different situations and how to distribute them. This table is from AFR 12-50, Vol 1. Normally, when documentation is sent to a staging area, you would prepare two copies to send with the carton. At the staging area, location numbers will be assigned to the boxes and these numbers will be entered on the SF 135 and/or 135A. The boxes then will be stored by their location numbers. The duplicate of the SF 135 and 135A will be returned to you and the original will be kept in the staging area. File the copy and destroy any suspense copies you may have held.

Shipments to Federal records centers must be approved in advance. (There are exceptions listed in AFR 12-50, Vol 1.) Send the original and two copies of the SF 135 to the center at least 3 weeks before the planned shipment date. The center reviews the form and, when approved, returns two copies of it to you. When you receive the approved SF 135, place one copy in the first box of documentation. Keep the other copy for suspense. Ship the documentation as soon as possible. When the center receives the shipment, it will return a copy of the SF 135 for your file.

Exercises (414):

1. What are the uses of SF 135.

2. How many SFs 135 would you prepare for a shipment of containers containing six boxes to the staging area?

3. What do you do with the copies of SF 135 prepared for your cartons to be sent to the local staging area?

4. How many weeks before you ship documents to a records center should you request approval for shipment, and how do you get this approval?

415. Specify how to gain access to inactive documentation.

Access to Documentation in the Custody of a Records Center or Staging Area. Subject to the restrictions we discuss here, retired documentation may be referenced or borrowed by the Air Force activity that created it, successor activities, or higher headquarters. Other activities may request access through the records center or documentation manager.

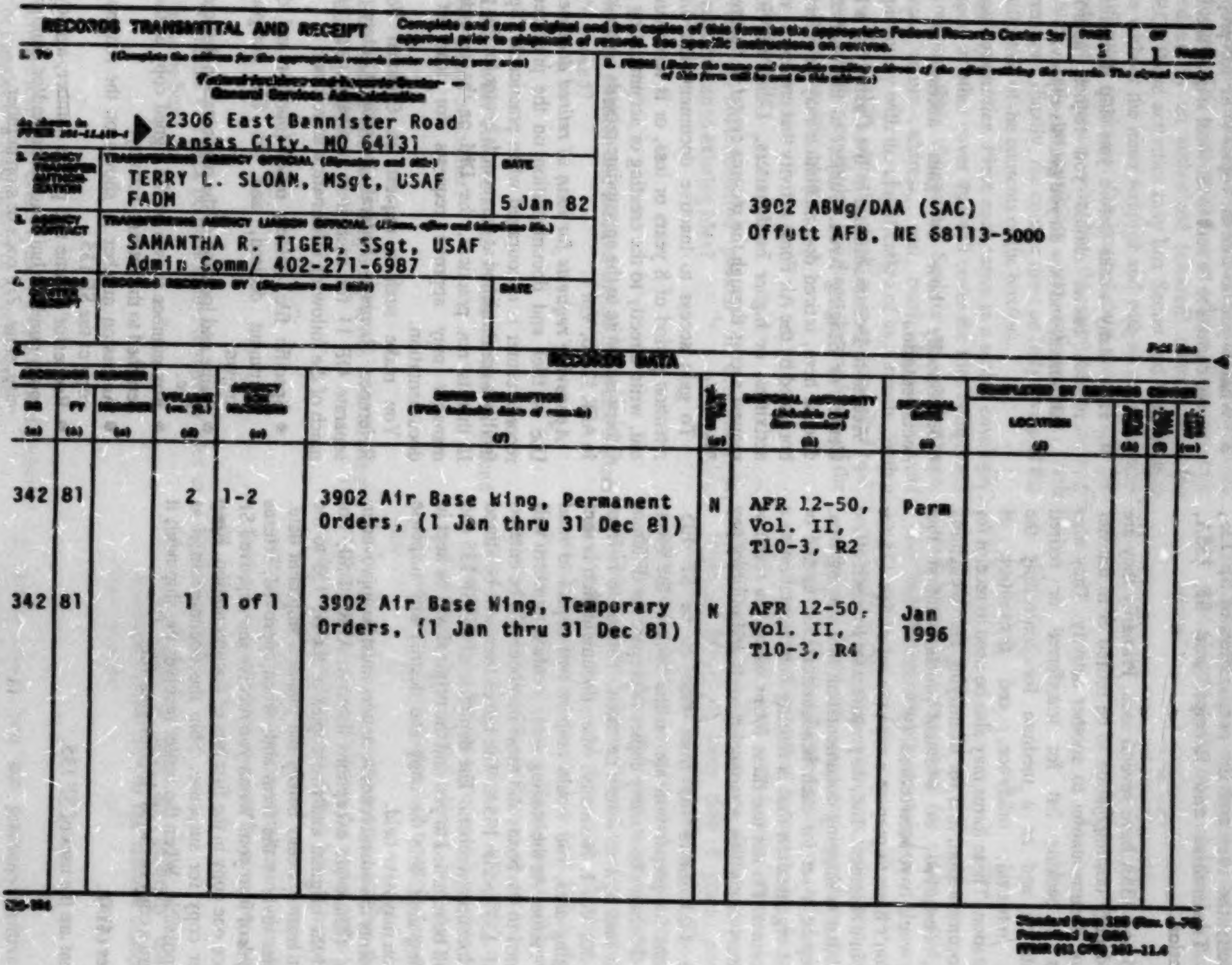
To gain access to inactive documentation that has a retention period of 8 years or less, or is less than 3 years old, write directly to the creating or accumulating activity. Otherwise, write to the appropriate records center identified in AFR 12-50, Vol 1.

Approving requests for loan of retired documentation. Use of files and documentation on the premises of the records center is encouraged when practicable. Space and facilities are furnished at the records center for this purpose. If that is not practical, the DM or the records center manager may approve requests for loan of retired documentation.

You make such a request on Optional Form 11, Reference Request—Federal Records Centers. Use a separate OF 11 for each item requested, and furnish as much of the following information as you can.

- Specific file, folder, order (number and date), or document desired, and the file designation—if known.
- Name and location of the organization that created the file.
- Box number shown on the signed copy of the SF 135 returned to the retiring activity.
- Accession number as shown on the returned signed copy of the SF 135.
- Requestor's name and phone number, agency, office, room number, building name and/or number, street, city, state, ZIP code or stop number.
- Any other information that would help center personnel identify and locate the documents or files desired. Do not include classified information on the OF 11 or other written request for loan or search of files.

Use SF 180, Request Pertaining to Military Records, to get information from military personnel records. This form also lists correct mailing addresses and the location of military personnel records. When SF 180 is not available or the location of the personnel records is unknown, furnish as



RECORDS TRANSMITTAL AND RECEIPT

2306 East Bannister Road
Kansas City, MO 64131

TERRY L. SLOAN, MSgt, USAF
FADM

5 Jan 82

SAMANTHA R. TIGER, SSgt, USAF
Admin Comm/ 402-271-6987

3902 ABWg/DAA (SAC)
Offutt AFB, NE 68113-5000

RECORDS DATA

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
342	81		2	1-2	3902 Air Base Wing, Permanent Orders, (1 Jan thru 31 Dec 81)	N	AFR 12-50, Vol. II, T10-3, R2	Perm				
342	81		1	1 of 1	3902 Air Base Wing, Temporary Orders, (1 Jan thru 31 Dec 81)	N	AFR 12-50, Vol. II, T10-3, R4	Jan 1996				

Figure 1–23. Sample, Standard Form 135.

ITEM	A For Documentation	B Prepare SFs 135 in	C and (see note)
1	retired to any records center	5 copies	file 1 in suspense; send 4 to DM for actions in para 7-10; after return by records center, file 1 copy in front of first box of each accession; seal, mark, and ship boxes. Destroy suspense copy when receipted copy is received from center, or send receipted copy to retiring office if applicable, and retain suspense copy for monitoring purpose and record of all shipments made.
2	place in staging area at another AF installation	2 copies (3 copies for classified documentation requiring a receipt)	send two copies to staging area with shipment; and retain for file receipted copy returned from staging area.
3	placed in staging area at installation of assignment	4 copies	retain 1 in suspense; send original and 1 to staging area with shipment; send 1 to losing activity DM; destroy suspense copy when receipted copy is received from staging area.
4	transferred to another AF unit/activity within the same major command	5 copies	send original and 1 with transferred documents; 1 to losing activity DM; 1 to command DMO and retain 1 for file.
5	transferred to another AF unit/activity of another major command, or to HQ USAF	6 copies	send original and 1 with transferred documents; 1 to losing activity DM; 1 to gaining and losing command DMOs (HQ USAF/DAQD(s) for air staff offices); and retain 1 for file.
6	transferred from AF to a government or a nongovernment agency		send original and 1 with transferred documents; 1 to losing activity DM; 1 to losing command DMO; 1 to HQ USAF and retain 1 for file.

NPA6-223

NOTE: File an extra copy of the SF 135, which describes classified documentation for which DOD 5200.1-R/AFR 205-1 requires a receipt, in a "suspense" file pending return of the signed copy. When the signed copy is received, reproduce it and file one copy in the inactive accountability file for retention per AFR 12-50, Vol II, table 205-1, and another copy in a separate file for retention per table 12-1.

Figure 1-24. Number of copies and distribution of SFs 135 and 135A.

much of the following information as possible to: National Personnel Records Center (Military Personnel Records).

- Name used during service (last, first, middle).
- Branch of service.
- All service numbers and SSAN.
- Date and place of birth.
- If deceased, date and status at death (active duty, retired, etc.).
- Dates of service (Active, Reserve, and National Guard).
- Present status of individual (Reserve, Fleet Reserve, deceased, etc.).
- Complete name and address of requestor, including business and home telephone.

The Military Departments have restrictions regarding release of information from records of military personnel. A service person can gain access to almost any information in his or her own record. The next of kin, if the veteran is deceased, and the Federal offices for official purposes are authorized to receive most types of information from a military service or medical record. Other requestors must have a release authorization signed by the veteran or, if deceased, by the next of kin.

Permanent removal of documentation. Permanent removal from files or rearrangement within files of documentation borrowed from any records center or staging area is prohibited, without the written approval of the DM or the command DMO for inactivated activities. Send written approval to the records center or documentation manager with the OF 11 for the documentation. If documentation is re-retired at a later date, prepare a new set of SFs 135 and handle it as a new retirement action.

Returning borrowed documentation. The person in charge of the borrowing office is responsible for returning documentation to the records center or staging area.

Exercises (415):

1. What should you do to gain access to inactive documentation with a retention period of 8 years or less?

2. **What form is used to request information from, or loan of, documentation from any records center or staging area?**

3. **What form is used to get information from military personnel records?**

4. **Who may receive information from a military service or medical record without an authorization signed by the individual concerned?**

5. **Who is responsible for returning borrowed documentation?**

CHAPTER 2

Word Processing

WORD PROCESSING was first used in the civilian environment by organizations such as law firms, insurance companies, banking institutions, etc. The Air Force got involved during the 1970s. The same administrative procedure problems which contributed to the introduction of word processing in the civilian world contributed to its introduction in Air Force office environments. Some of the problems which brought about word processing were: deadlines not being met, reduced management/staff support, increased backlogs, diminished quality of work, diminished communications (which fostered misunderstandings), overtime costs, manpower reductions, unbalanced workloads, unbalanced levels of support, poor morale, etc.

As you may have discovered on your own, not all Air Force offices are furnished with word processing equipment. They are not only expensive to acquire and maintain, but require specialized and extensive on-the-job training to operate. However, as with the color television set (which was also very expensive in the beginning), time and technology will reduce the price of word processing equipment and the level of difficulty it takes to operate it.

Meanwhile, let's take a closer look at the current world of Air Force word processing.

2-1. Word Processing Management Program

This section, though very short, contains important information concerning the definition and goal of Air Force word processing.

416. Define word processing and identify the goal of the Air Force Word Processing Management Program.

Definition and Goal. The governing directive for the Air Force Word Processing Management Program is AFR 4-2, appropriately titled *Word Processing Management Program*. Word processing is defined as "the manipulation of textual material through the use of a keyboarding device capable of controlled storage, retrieval, and automated typing." AFR 4-2 also gives the Air Force Word Processing Management Program the goal of achieving increased productivity through the use of word processing equipment.

The next part of this chapter will introduce you to, and single out, some "state-of-the-art" word processing equipment.

Exercises (416):

1. Define word processing.

2. What is the goal of the Air Force Word Processing Management Program?

2-2. Types of Word Processing Equipment

Equipment used in word processing applications today consists mainly of equipment we can group into three categories: dictation equipment, stand-alone equipment, and multiterminal systems.

417. Identify word processing equipment in terms of its capabilities and features.

Dictation Equipment. The development of dictation equipment can be traced back to Edison's first cylinder-playing phonograph. By the twenties, the wax recording cylinder was the mainstay in the dictation recording. Other means of inscribed recording became popular during the early forties, giving way to the plastic belt recordings. These forms of recording media have since been replaced by magnetic recording media.

The transition from inscribed to magnetic media resulted in certain advantages. Magnetic media may be erased for reuse after being recorded; inscribed media is not easily erased and usually cannot be recorded. Thus, magnetic dictation allows the user to review and edit messages and to make corrections directly to the recording.

Dictation equipment is divided into two categories: dedicated and centralized recording systems.

Dedicated recording system. This system consists of both desk-top and portable recording units. They may be used by only one author (that is "dedicated") or may be shared by a specific group of users. Desk-top units are bulky and must be connected to an electric outlet. Portable units are small and battery- powered. In each case there is a delay in transcribing because the recorded information must be physically moved to the typist.

Centralized recording system. Central dictation consists of centrally located recorders (usually in the administration center) that are accessed through the telephone system or hardwire microphones. The central system allows any person in the organization to use the system and reduces the cost per dictation input capability to a large number of authors. Locating the central records in a word processing facility moves the information to be dictated to the word processing center without physical handling. There are two types of central recorders.

Endless loop recorder. The typist can transcribe from these at the same time the author is dictating. There is no delay caused by removing the tape for transcription.

Discrete system recorder. After the author finishes dictating the information, the typist removes the tape to transcribe it. With this system, it is easier to distribute the work load evenly and to take care of special priority work.

Stand-alone Equipment. As the name implies, this word processing equipment "stands alone." That is, it is composed of a single work station (has only one operator), and works without the help of any other piece of equipment. There are four types of stand-alone equipment: electronic typewriters, mechanical systems, video display systems, and line display systems. Each type is described in the following paragraphs.

Electronic typewriter. This is a typewriter with an electronic interface between the keyboard and the printer that allows for certain automatic functions. These may include automatic centering, decimal tabulation, underlining, and limited storage of formats and phrases. Electronic typewriters usually have a memory for limited amounts of textual information. Electronic typewriters are considered to be the most basic of word processing equipment.

Mechanical systems. Stand-alone mechanical systems consist of an integral keyboard printer (usually a modified electric typewriter) that is coupled with an edit and control information function, internal memory, and a magnetic media recorder (card, cassette, tape cartridge, or disk). On such magnetic keyboard equipment, the printer is used to generate text for editing operations, as well as for final document output.

Video display systems. This type of stand-alone equipment replaces the keyboard printer with a keyboard video such as a cathode ray tube (CRT) or a plasma screen display terminal and adds a separate printer (usually a "daisy" wheel printer) to the basic system. Here, text is entered, edited, and changed on the display screen before final printout. The stand-alone video equipment may also (but not always) incorporate additional functions to enhance overall systems power and/or to provide arithmetic or data processing capabilities. The video stand-alone might also be software programmable, allowing the addition of new advanced features via magnetic media preprogrammed packages.

Line display systems. Sometimes called the "thin window" system, this type is a special subcategory of the display stand-alone system just described. It employs a one-line or partial-line CRT or plasma screen affording a window into the memory. Such systems ease editing tasks and offer the operator a series of visual cues during the text entry and editing process.

Multiterminal systems. Such systems share the information, storage, and other auxiliary functions of a central computer among a number of work stations. Typically, a maximum of 12 stations (or offices) may be supported by the power of a central minicomputer, although some multiterminal systems may support 35 or more stations. High-speed, computer-type printers are often employed by such systems, especially where the first draft copy is required on an instant basis.

Multiterminal systems may be attractive to offices with high-volume and/or long-document text-editing needs. Configured with a reasonable number of operator keyboard stations (usually four or more), and allowing provisions for future system expansion, the multiterminal system is also quite cost-effective. Such systems not only share the information but also share the cost among a number of keyboard stations. Speed and versatility that might be cost-prohibitive on a single keyboard stand-alone system can be attractive when the cost is spread over a number of stations.

Exercises (417):

1. Match the types of word processing equipment in column B with the capability and/or functions in column A. Items in column B may be used more than once.

Column A	*Column B*
____ (1) This system employs a one-line or partial line CRT or gas plasma display.	a. Multiterminal system.
____ (2) This system consists of an integral keyboard printer, usually a modified electric typewriter.	b. Mechanical equipment.
____ (3) This system allows the text to be entered, edited, and changed before printout.	c. Video display equipment.
____ (4) This system eases editing tasks and offers the operator a series of visual cues during the text entry and editing process.	d. Line display equipment.
____ (5) The most basic of word processing equipment.	e. Dictation equipment.
____ (6) This system might also be software programmable.	f. Electronic typewriters.
____ (7) The printer is used to generate text for editing operations, as well as for the final document output.	
____ (8) This system may be attractive to offices with high volume and/or long document text editing needs.	

Document Security

THIS CHAPTER covers the marking of classified material, its safekeeping and storage, methods of transmission, and how to dispose of it.

Some administrative specialist positions require that airmen handle classified information. For this reason it is necessary for you to fully understand and respect the importance of document security.

3-1. Marking Classified Material

Information needing protection from unauthorized disclosure under the provisions of DOD 5200.1-R/AFR 205-1 must be so designated, generally by physical marking. Other means may be used but should be followed by physical marking as soon as practical.

418. Specify the types of markings to use on classified documents.

When you use classified material, notice that all the documents have markings and annotations. These markings and annotations serve to record the classified decisions, to inform and warn recipients of the classification assigned, to indicate the level of protection required, and to provide for downgrading and eventual declassification. Each classified document must bear on its face the overall classification and downgrading and declassification markings. It also must show the office of origin, the identity of the classifier, the date of preparation and classification, and be so marked to indicate which portions are classified, at what level, and which portions are not.

Specific Markings. Detailed rules for applying the basic markings and other special notations are in DOD 5200.1-R/AFR 205-1. Following is a summary of the classification markings and security notations required, the locations prescribed for them, and the methods that may be used to affix them.

Overall and page markings. The overall classification of a document, whether or not it is permanently bound, or any copy of the document, must be conspicuously marked or stamped at the top and bottom on the outside of the front cover (if any), on the title page (if any), on the first page, on the back page, and on the outside of the back cover (if any). These markings must be in letters larger than those used in the text of the document.

Each interior page of a document is conspicuously marked or stamped at the top and bottom with the highest classification of information appearing on that page, including the designation "Unclassified" when appropriate. In special situations, for example, classified studies, manuscripts, reports, and manuals, the overall classification assigned to the document may be shown on each page if the classified and unclassified parts of each page are identified by paragraph marking or by other means set forth in the document. Mark individual pages of classified documents to show the level of classified information on that page.

Portion marking. Place markings for paragraphs, sections, or parts of a document immediately following the portion letter or number, or in the absence of letters or numbers, immediately before the beginning of the parts involved. Use the symbols (TS) for Top Secret, (S) for Secret, (C) for Confidential, and (U) for Unclassified. These abbreviations are for internal use only, not for overall marking of pages.

Mark each section, part, paragraph, or subparagraph to show the level of classification, if any, or to show that each section, part, paragraph, or subparagraph is unclassified. The purpose of this is to clearly identify the information that requires protection and to prevent the overclassification or misclassification of information. For example, when the text of the basic portion of a paragraph is unclassified but subsequent subparagraphs are classified, the lead-in paragraph is marked "Unclassified" and each subparagraph is marked with its respective classification. To show classification levels of subparagraphs, place the symbol immediately following the subparagraph letter or number.

When different items of information in one paragraph require different classifications, but segregation into separate paragraphs would destroy continuity or context, apply the highest classification required for any item to that paragraph.

Subjects and titles. Mark the subject or title of each classified document separately to show the degree of classification of the information contained in the subject or title itself, or to show that it is unclassified. The subject or title is marked (TS), (S), (C), or (U) immediately following and to the right of the item. If possible, choose unclassified subjects and titles. However, a classified subject or title may be used when you need to convey meaning, but you must also include an unclassified short title for reference purposes.

File folders. Conspicuously mark file folders with the highest classification of any classified document kept in the folder. Classified document cover sheets may be used for this purpose. In every case, follow the guidance given in

AFR 12-20, *Management of Documentation*, for marking file folders.

Transmittal documents. A transmittal document, including indorsements and comments that may have been added to the basic communications, must carry on its face a prominent notation as to the highest classification of the information transmitted by it, and a legend showing the classification, if any, of the transmittal document, indorsement, or comment standing alone. For example, an unclassified document that transmits, as an attachment, a classified document must bear the notation: "THIS (LETTER, INDORSEMENT, AND SO ON) IS UNCLASSIFIED."

Special categories of material. The security classification and any associated markings are conspicuously stamped, printed, written, painted, or affixed by means of a tag, sticker, decal, or similar device, on classified material other than documents, and on their containers, if possible. If the material or container cannot be marked, notify the recipients in writing of the security classification. The procedures for marking the security classification on various kinds of material other than ordinary documents such as charts, maps, photographs, films and recordings, and automatic data processing tapes, are contained in DOD 5200.1-R/AFR 205-1. Keep in mind, however, these procedures are not all-inclusive and may vary somewhat with organizational and operational requirements and with the physical characteristics of the material.

Classification Authority, Duration, and Change Markings. The following paragraphs cover the identification of classification authority and declassification and regrading marking procedures.

Identification of classification authority. When a document is originally classified, the classification authority is shown on the face of the document by using a "Classified by" line as prescribed in DOD 5200.1-R/AFR 205-1. This "by" line is such that, standing alone, it is enough to identify a particular official, source document, or classification guide.

Declassification and regrading marking procedures. Whenever classified information is downgraded or declassified earlier than originally scheduled, or upgraded, the material is marked promptly and conspicuously to show the change, the authority for the action, the date of the action, and the identity of the person taking the action. Any previous classification markings are canceled, if practicable, especially those on the first page. The new classification markings can then be used.

Exercises (418):

1. What are the five markings every classified Air Force document must bear?

2. Where must the overall classification appear on a document?

3. Why are individual pages of classified documents marked?

4. What are the symbols used to identify the classification assigned to a paragraph, section, or part of a document?

5. Why must you mark each paragraph and subparagraph of a classified document with its level of classification?

6. Should the subject or title of a classified document be classified?

7. When classified information is upgraded, downgraded, or declassified earlier than originally scheduled, it must be promptly marked to show the change as well as what other things?

8. How are special categories of material such as charts, maps, films, and recordings marked to indicate their security classification?

9. Which of the following statements are true?
    ___ a. The overall classification of a document must appear at the top and bottom of each page of the document?
    ___ b. Pages that contain no classified information are left unmarked.
    ___ c. The symbol (C) following the subject of a document means that the subject of the document is classified.
    ___ d. Classification levels of subparagraphs are shown by placing the appropriate symbol immediately following the subparagraph letter or number.
    ___ e. Each item of classified material is marked only when it is sent to another office.

____ f. If classified material or its container cannot be marked with the security classification, written notification of the security classification is provided to all offices receiving the material.

3-2. Protecting Classified Information

In the interest of national defense the United States must preserve its ability to protect itself against all hostile or destructive acts. This includes protection against covert or overt acts and espionage, as well as military action. For that reason certain official information affecting the national defense must be protected uniformly against unauthorized disclosure. Information that is otherwise releasable is *never* withheld on the grounds that its release might be embarrassing or might tend to reveal administrative error or inefficiency.

419. Identify the types of official information and cite the rules for granting access to classified and unclassified information.

Official Information. Official information, as you know, is information owned, produced, or controlled by the United States Government. During your association with the Air Force, most of the information you come in contact with will be official information. It is divided into two groups—classified and unclassified.

Classified Information. Classified information is official information that must be safeguarded to prevent its unauthorized disclosure. This safeguarding is in the interest of national defense. Two examples of situations involving classified information include information about experiments with atomic engines and information about an attack on an antiaircraft missile base.

If, as part of your job, you have the responsibility of giving out classified information, you already know that such information should be given only to persons who have a need to know, who have been granted a security clearance, and who have the proper identification. If you are in doubt as to whether an individual should have classified information, talk to your supervisor. A few moments of caution could save you a few years in prison.

Determining requirements for access. No one has the right to access to classified information solely by virtue of his or her rank or position. If you give classified information to an unauthorized person, you are guilty of unauthorized disclosure of this information.

Determining trustworthiness. Classified information may be disclosed only to a person who has been determined trustworthy. The USAF Personnel Security Program operates to furnish official assurance that a person may be deemed trustworthy for access to classified information. Individuals who have been granted a personnel security clearance may be deemed trustworthy; but keep in mind that there are other restrictions. For example, you would not give Top Secret information to a person whose highest clearance is Secret.

Limiting the scope of dissemination. The fact that an individual has a security clearance and has a valid requirement for access to information concerning some aspects of a plan or project still does not mean that free access should be given to all classified information related to a specific plan or project. Commanders, office chiefs, and supervisors must develop and implement special measures to limit access to classified information.

Unclassified Information. Unclassified information is defined as official information that does not require the application of security safeguards, but the disclosure of which may be subject to control for other reasons. Such information includes, but is not limited to, special orders, Air Force pamphlets, Air Force manuals, and Air Force regulations.

For Official Use Only. Some unclassified official information requires protection in the public interest. This information is labeled For Official Use Only (FOUO). This means that certain information must be withheld from widespread distribution to the public. Information from personnel and medical files is information of a personal nature and should not be given widespread distribution to the public.

Of possible intelligence value. First and foremost, all classified information is of possible intelligence value. Second, unclassified information that, when associated with other unclassified information, reveals an insight into (or the specifics of) classified plans, programs, or operations, becomes of possible intelligence value. For example, when you see a certain number of bombers out on a runway, this information is unclassified; however, when you learn that they are being loaded with a certain type of bomb, you gain an insight into a classified plan. Each part of this information becomes of possible intelligence value. Many times, by putting bits and pieces of data together, the total information becomes of possible intelligence value. If you cannot decide whether a bit of unclassified information you are about to reveal is of possible intelligence value, you should keep your mouth shut! Unclassified information of possible intelligence value is disclosed only to authorized individuals who need to have the information.

Exercises (419):

1. Into what two groups is official information divided?

2. Define classified information.

3. What is the rule for determining if an individual may have access to classified defense information?

4. Can unclassified information be defined as information that may be given to any individual who asks for it? Explain your answer.

5. What term is used for protection of unclassified documents that are withheld from widespread distribution to the public?

420. State the rules and procedures for maintaining Top Secret, Secret, and Confidential control systems.

Top Secret. The security aspect of Top Secret information is paramount and takes precedence over operational considerations and administrative convenience. A Top Secret control system must be established, and particularly severe rules and procedures must be enforced for controlling and safeguarding Top Secret material.

The first rule in controlling Top Secret information is to document every action taken with Top Secret documents.

Control officers. The commander or the chief of an office establishes, in writing, a Top Secret Control Account (TSCA) and appoints, in writing, a Top Secret Control Officer (TSCO), and one or more alternates.

Only experienced, qualified personnel who have been granted an access authorization to Top Secret material are appointed as TSCOs. They should be officers, noncommissioned officers, or civilian employees who have demonstrated judgement and maturity. When practical, TSCO functions should be assigned as an additional duty.

The TSCO and alternates are responsible for receiving, dispatching, and accounting for Top Secret material for the organization element they serve. Alternates are specially selected airmen and civilians designated by the commander to perform certain functions. However, the designation of an alternate does not relieve the TSCO of any responsibility for the control and protection of Top Secret material.

AF Form 143, Top Secret Register Page. The purpose of AF Form 143 is to account for each Top Secret document (any copy) and each article of Top Secret material received, originated, or dispatched by elements the TSCO serves. The use of locally devised forms is prohibited unless an exception is specifically approved in writing by the major command concerned or Headquarters USAF.

The Top Secret register is maintained on a calendar year basis, and the last page of the register for each calendar year is marked indicating this fact; e.g., "This page (number) is the last page of the Top Secret Register, calendar year 19____."

The TSCO decides how long a register for any given year will remain active. However, it must remain active until each document entered on it has been disposed of. Top Secret Registers are disposed of in accordance with AFR 12-50, Vol 2, *Documentation Disposition Standards*.

AF Form 144, Top Secret Access Record and Cover Sheet. Each person who has knowledge of, or who has had access to, an item of Top Secret information must be identified. When a Top Secret document is first developed, the originator makes out an AF Form 144 to identify by name, place of work, and date, each person who has had access to the information. The person who has the document is responsible for keeping this record. The name need appear only once on the form, regardless of the number of times the individual has had access to the document. The AF Form 144 is attached to and stays with the Top Secret document as long as the document stays with the same Top Secret control account. If the document is destroyed, downgraded, or declassified, the access record is removed and filed by the TSCO who destroys or regrades the document. If the document is transferred to another TSCA, AF Form 144 is removed and filed by the dispatching TSCO. The access record is retained for 2 years beyond the date that the Top Secret document is destroyed, transferred, downgraded, or declassified. Then it may be destroyed in accordance with AFR 12-50, Vol 2. The receiving TSCO, on receipt of the document, initiates a new access record.

Audit/inventory. An audit/inventory of each Top Secret control account is made every year or when a TSCO is transferred. Periods between audits should not be more than 12 months.

The purpose of the audit/inventory is to make sure the register is complete, that the procedures being used are adequate to account for all documents entered in the register, and that all accountable material reflected in the register is actually on hand or properly accounted for.

The audit/inventory is done by appropriately cleared personnel who are selected for their reliability, competence, and maturity. Neither the TSCO nor an alternate of the account to be audited may be on the audit/inventory team.

Secret. The control system for Secret material is based on the limited use of receipts in transmitting documents between geographically separated units and maintaining certificates of destruction. Active accountability records or logs that reflect a running inventory of Secret documents are not required. In lieu of such a file, each activity that prepares or reproduces a Secret document must make sure that the retained record (file) copy shows who received a copy of it.

Confidential. Receipts are not ordinarily required for these documents. Confidential documents originated or reproduced must have each recipient's functional address symbol on the file copy. This notation on a Confidential document constitutes the control record. Do not use other special forms to control them.

Exercises (420):

1. What is the first rule in controlling Top Secret information?

2. What are the responsibilities of a TSCO?

3. **What is the purpose of AF Form 143, Top Secret Register?**

4. **How long will a Top Secret Register remain active?**

5. **What is the purpose of AF Form 144?**

6. **What happens to the AF Form 144 when a Top Secret document is transferred from one Top Secret control account to another?**

7. **When will an audit/inventory be made on a Top Secret control account?**

8. **What is the purpose of the audit/inventory?**

9. **Can a TSCO audit his or her own account?**

10. **What is the control system for Secret documents based on?**

11. **Are receipts ordinarily required for Confidential documents?**

3-3. Safekeeping and Storage

Classified material may be used, held, or stored only where facilities are adequate and conditions prevent unauthorized persons from gaining access. The exact nature of the security requirements is based on a security evaluation of local conditions and circumstances. This evaluation is done by the official responsible for the safekeeping of classified material. The General Services Administration (GSA) establishes and publishes uniform standards, specifications, and supply schedules for containers, vaults, alarm systems, and associated security devices suitable for the storage and protection of classified information and material throughout the Government.

421. Specify the storage requirements and custodial procedures for classified material.

Storing Classified Material. Whenever classified material is not under the personal control and observation of an authorized person, it must be guarded or stored in a locked security container as described below:

Top Secret. This material is stored in a class A vault or in a safe-type, steel file container that has a built-in, three-position, dial-type combination lock as approved by GSA. Standards for class A vaults are prescribed in AFM 88-15, *Air Force Design Manual—Criteria and Standards for Air Force Construction*.

They may be stored in alarmed area if the local responsible official deems such a facility affords protection equal to or better than the file container just described. When an alarmed area is used, the physical barrier must be adequate to prevent removal of the material, and to prevent observation when observation would result in the compromise of the material. The physical barrier must be such that forcible attack will give evidence of attempted entry into the area or room. The alarm system must, as a minimum, give immediate notice of attempted forced entry to a security force. The security force must be able to respond within 5 minutes.

Top Secret material also may be stored in an area that is kept under constant surveillance by authorized personnel if the local official responsible for safeguarding the material has determined that the protection afforded is at least equal to that of an alarmed area. Such areas must be designated "Controlled Areas" in accordance with AFR 125-37, *The Resources Protection Program*.

Secret and Confidential. Secret and Confidential material may be stored in the manner authorized for Top Secret material; or, in a class B vault, vault-type room, strong room, or secure storage room approved in accordance with AFM 88-15. In addition to the security containers' meeting GSA standards, Secret and Confidential material may be stored in a steel filing cabinet that has a built-in, three-position, dial-type combination lock; or, as a last resort, a steel filing cabinet equipped with a lock bar secured by an approved combination padlock.

Do not store money, weapons, medical security items, controlled drugs, or precious metals in a container used for storing classified material.

Numbering and Designating Storage Facilities. The highest classification category of information authorized in a particular vault or container must never be marked on the outside of the vault or container. Each vault or container has an identifying number or symbol affixed in a conspicuous location on the outside.

Combinations to containers. Combinations to security containers may be changed only by individuals who have an appropriate security clearance. They must be changed:

a. When they are used for the first time after procurement.

b. When an individual who knows the combination is transferred, discharged, or reassigned—or when such an individual's security clearance is reduced, suspended, or revoked.

c. When the combination or record of combination has been compromised or the security container itself has been discovered unlocked and unattended.

d. At least annually unless more frequent change is dictated by the type material stored in the container.

e. When the lock is taken out of service.

The combination of a vault or container used for the storage of classified material must be assigned a security classification equal to the highest category of the classified material authorized to be stored in the container. Combinations should not be physically recorded in any way. However, if it becomes necessary to record combinations to provide for efficient operation and for emergencies, commanders may record combinations in a central location.

Use of AF Form 502, Persons Responsible for Storage Facility/Container. AF Form 502, Persons Responsible for Storage Facility/Container (fig. 3-1), is used to record the names, home addresses, and home telephone numbers of at least four persons who know the combination to a security container. The AF Form 502 also shows the number or symbol assigned to the container and the location of the container. The form is posted on the inside of the locking drawer of containers, or inside the door of vaults.

Custodial Procedures. Custodians of classified material are responsible for protecting and accounting for classified material at all times. This responsibility includes locking the material in appropriate security equipment whenever it is not in use or under direct supervision of authorized persons. They must also make sure that unauthorized persons do not gain access to classified information or material, and that classified information is not discussed with or in the presence of unauthorized persons.

Classified information or material generally must not be removed from an officially designated office or working area during off-duty hours. Top Secret control officers and persons responsible for safeguarding Secret and Confidential material must establish written procedures that clearly define the conditions under which classified material may be removed from an office.

Care during working hours. Everyone has the responsibility for seeing that unauthorized persons do not gain access to classified information.

Classified information taken out of the safe should be kept under constant watch and turned face down or covered when not in use. A separate cover sheet may be used, if desired. Two types of separate cover sheets are available: AF Form 144, Top Secret Access Record and Cover Sheet, and AF Form 144a, Cover Sheet for Classified Information. An AF Form 144 is placed on Top Secret documents and stays with the documents until they are destroyed or transferred. An AF Form 144a is used when a Secret or Confidential document is taken out of the safe. The AF Form 144a is not filed with the document.

Destroy all preliminary drafts, carbon sheets, plates, stencils, stenographic notes, worksheets, or other items used in preparing classified documents as soon as they have served their purpose. These items must be destroyed by one of the authorized methods we will discuss later in this chapter. If for some reason they are not destroyed, they must be considered as classified and be given the same protection as the material they were used to produce.

Typewriter ribbons used in typing classified material must be protected in the same manner as the highest level of classification for which they have been used. Fabric (cloth) ribbons and any typewriter ribbons that remain substantially stationary in the typewriter may be considered as unclassified after both the upper and lower sections of the ribbon have been cycled through the typewriter five times in the course of regular typing. Carbon and plastic typewriter ribbons used in preparing classified material must be destroyed immediately after use.

You should check plastic protective covers used with executive-type correspondence for image transfer each time you remove one from a classified document.

If you are responsible for arranging or convening a meeting in which classified information is to be discussed or disclosed, you must set up procedures and select a facility that will provide adequate security. You must:

a. Notify each person who is to present or disclose classified information of the security limitations that must be imposed.

b. Make certain that each person attending the classified portions of meetings have been authorized access to information of equal or higher classification than the information that is to be discussed or disclosed.

c. Make certain that the area used provides adequate security against unauthorized disclosure.

d. Make certain that adequate storage facilities are available.

e. Control and safeguard any classified material furnished to those in attendance and either retrieve the material or get receipts at the end of the meeting.

f. Monitor the meetings to make sure that discussions are limited to the classification level authorized.

Last, but not least, remember that you can discuss classified information over a telephone that has approved, secure communication circuits.

Care after working hours. Heads of activities must require a system of security checks at the close of each working day to make sure that classified material in the office is properly protected. Commanders and office chiefs should choose appropriately cleared individuals to make area inspections to assure that:

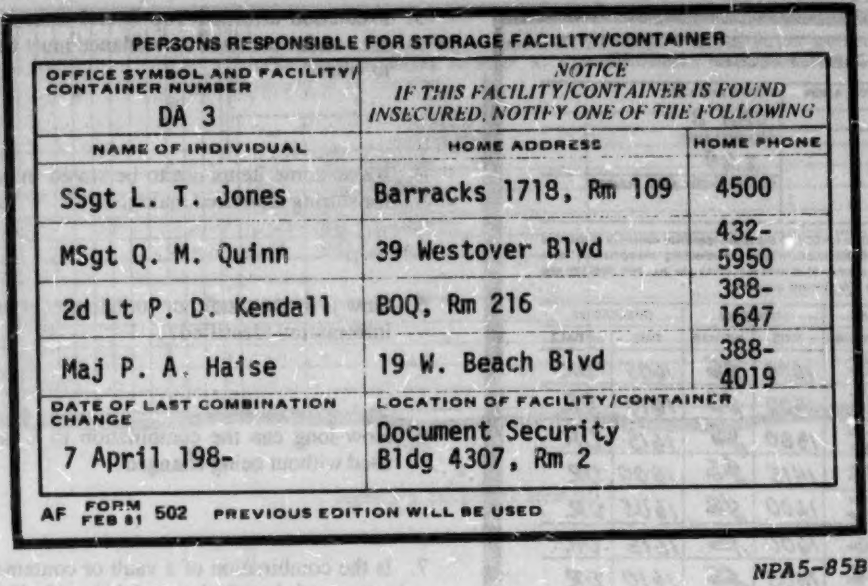
a. All classified material is stored in accordance with security directives.

b. Burn bags are properly stored or destroyed.

c. Bookcases, desks, and wastebaskets don't contain classified material.

d. Classified shorthand notes, carbon paper, carbon and plastic typewriter ribbons, rough drafts, and similar papers have been properly stored or destroyed. As a matter of routine during the day, these items should be placed in burn bags immediately after they have served their purpose.

Make sure that each safe or vault is signed off, using Optional Form 62, Safe or Cabinet Security Record, each time it is unlocked and locked. It must also be checked off at the end of the normal duty day or after normal duty hours to indicate that it has been properly locked. Containers



PERSONS RESPONSIBLE FOR STORAGE FACILITY/CONTAINER

OFFICE SYMBOL AND FACILITY/CONTAINER NUMBER DA 3	NOTICE *IF THIS FACILITY/CONTAINER IS FOUND INSECURED. NOTIFY ONE OF THE FOLLOWING*	
NAME OF INDIVIDUAL	HOME ADDRESS	HOME PHONE
SSgt L. T. Jones	Barracks 1718, Rm 109	4500
MSgt Q. M. Quinn	39 Westover Blvd	432-5950
2d Lt P. D. Kendall	BOQ, Rm 216	388-1647
Maj P. A. Haise	19 W. Beach Blvd	388-4019
DATE OF LAST COMBINATION CHANGE 7 April 198-	LOCATION OF FACILITY/CONTAINER Document Security Bldg 4307, Rm 2	

AF FORM FEB 81 502 PREVIOUS EDITION WILL BE USED

NPA5-85B

Figure 3-1. Sample, AF Form 502.

normally should be locked by the person responsible for the container. Unless otherwise prohibited, the person who locks the container may also check (verify) the locking action. Figure 3-2 shows an OF 62 used for a typical safe. Note that the safe must be checked at the end of the day.

In addition to OF 62, you must also use AF Form 302, Room or Area Security Inspection Record. This form, shown in figure 3-3, is used to show that a room or area has been inspected at the end of each work day.

There may be additional requirements based on your major command's supplement to DOD 5200.1-R/AFR 205-1, such as posting an emergency destruction plan or an "open-close" sign on the safe.

Emergency Planning. Plans must be made for the protection, removal, or destruction of classified material in case of fire, natural disaster, civil disturbance, terrorist activities, or enemy action. These plans must establish detailed procedures and responsibilities to protect classified material so that it does not fall into the wrong hands in event of an emergency.

An adequate emergency plan should provide for guarding the material, removing it from the area, and destroying it on a phased priority basis. Priorities for destruction are:

a. First: All Top Secret material.
b. Second: Secret material.
c. Third: Confidential material.

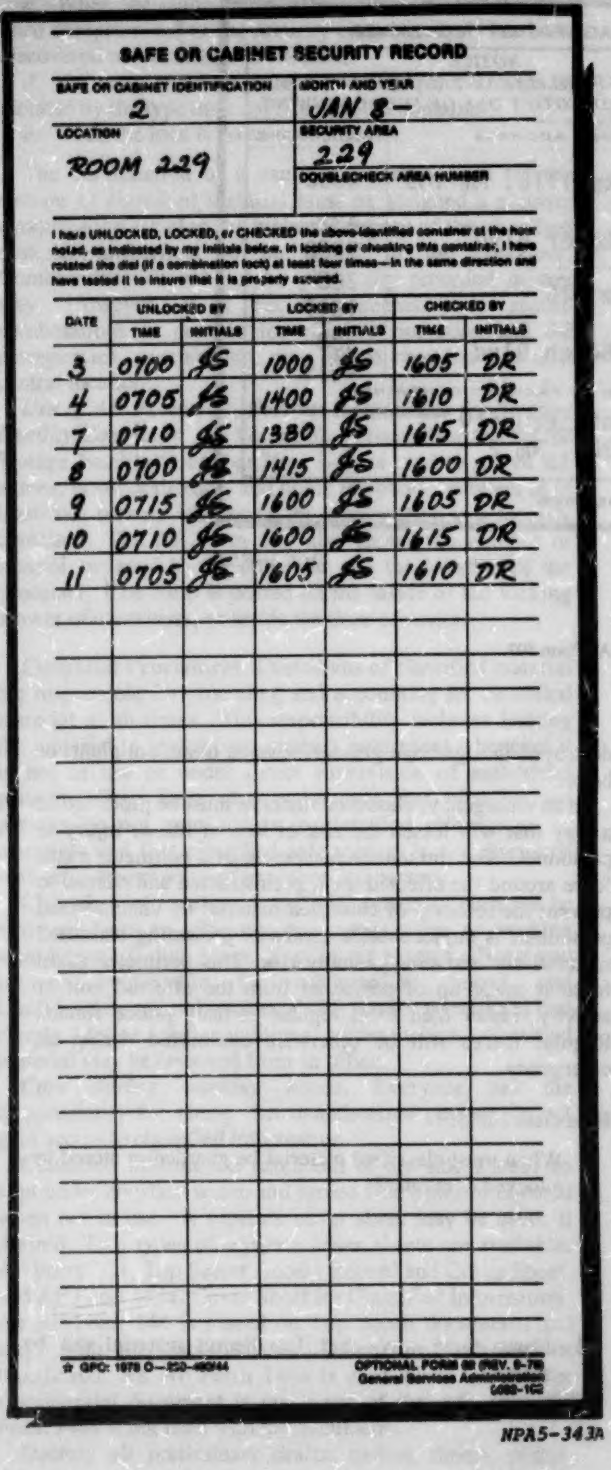
Any method that will assure that the material is destroyed completely may be used. Ideally, the destruction method should quickly reach a point at which the destruction process cannot be stopped. As a last resort, the material may be doused with a flammable liquid and ignited, or destroyed in a garbage grinder, sewage treatment plant, or boiler.

In an emergency, classified material must be protected in a way that will lessen the risk of loss of life or injury to personnel. The immediate placement of a perimeter guard force around the affected area, preinstructed and trained to prevent the removal of classified material by unauthorized personnel, is an acceptable means of protecting classified material and reducing casualty risk. This perimeter guard force is made up of personnel from the affected unit or activity, rather than from regular security police forces. Regular forces will be otherwise committed during an emergency.

Exercises (421):

1. When must classified material be guarded or stored in a locked container?

2. Name three ways that Top Secret material can be stored?



SAFE OR CABINET SECURITY RECORD

SAFE OR CABINET IDENTIFICATION: 2

MONTH AND YEAR: JAN 8-

LOCATION: ROOM 229

SECURITY AREA: 229

DOUBLECHECK AREA NUMBER:

I have UNLOCKED, LOCKED, or CHECKED the above-identified container at the hour noted, as indicated by my initials below. In locking or checking this container, I have rotated the dial (if a combination lock) at least four times—in the same direction and have tested it to insure that it is properly secured.

DATE	UNLOCKED BY		LOCKED BY		CHECKED BY	
	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS
3	0700	JS	1000	JS	1605	DR
4	0705	JS	1400	JS	1610	DR
7	0710	JS	1330	JS	1615	DR
8	0700	JS	1415	JS	1600	DR
9	0715	JS	1600	JS	1605	DR
10	0710	JS	1600	JS	1615	DR
11	0705	JS	1605	JS	1610	DR

☆ GPO: 1978 O—220-480/44

OPTIONAL FORM 62 (REV. 9-78)
General Services Administration
[illegible]-102

NPA5-343A

Figure 3–2. Sample, Optional Form 62.

3. **Protection afforded Top Secret material stored in an area under constant surveillance must be at least equal to what?**

4. **Name some items not to be stored in containers used for storing classified materials?**

5. **How is a vault, safe, or container containing classified information identified?**

6. **How long can the combination to a vault or safe be used without being changed?**

7. **Is the combination of a vault or container used for the storage of classified material classified? Explain.**

8. **What is the primary responsibility of a custodian of classified material?**

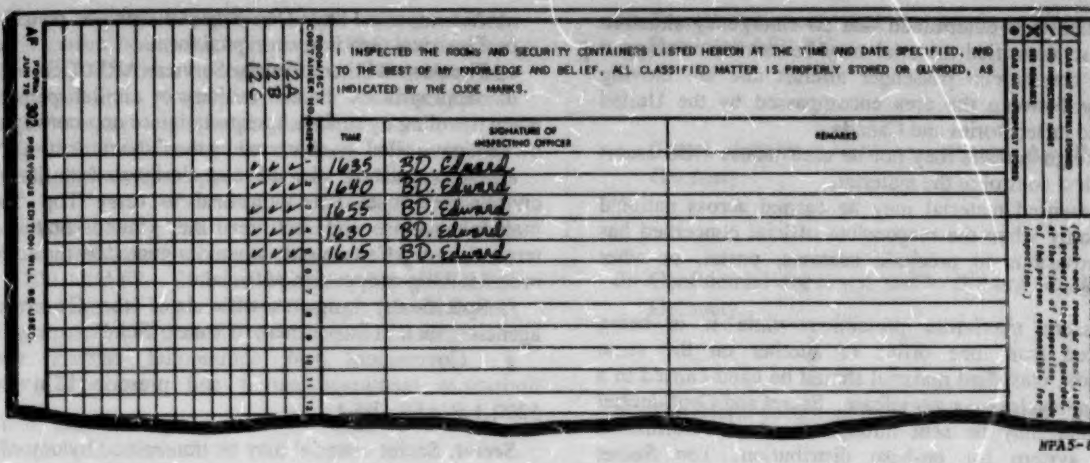
9. **If you are working on a classified project at your desk and someone approaches your desk, what should you do with the classified papers you are working with?**

10. **What is the purpose of AF Form 144a?**

11. **What should you do with items such as notes, carbon sheets, or preliminary drafts used in preparing classified material?**

12. **Suppose you have typed a letter classified Secret using a standard cloth ribbon. Is the ribbon considered to be classified or unclassified? Explain.**

13. **Why would you check the plastic cover when you remove it from a classified document?**



AF FORM JUN 78 302 PREVIOUS EDITION WILL BE USED.

I INSPECTED THE ROOMS AND SECURITY CONTAINERS LISTED HEREON AT THE TIME AND DATE SPECIFIED, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL CLASSIFIED MATTER IS PROPERLY STORED OR GUARDED, AS INDICATED BY THE CODE MARKS.

ROOM/SCTY CONTAINER NO.	12C	12B	12A	TIME	SIGNATURE OF INSPECTING OFFICER	REMARKS
1	✓	✓	✓	1635	BD. Edward	
2	✓	✓	✓	1640	BD. Edward	
3	✓	✓	✓	1655	BD. Edward	
4	✓	✓	✓	1630	BD. Edward	
5	✓	✓	✓	1615	BD. Edward	
6						
7						
8						
9						
10						
11						
12						

ROOM OR AREA S

CODE

✓ CLASS MAT PROPERLY STORED

/ NO INSPECTION MADE

X SEE REMARKS

● CLASS MAT IMPROPERLY STORED

(Check each room or area listed is properly stored or guarded, at the time of inspection, of the person responsible for inspection.)

NPA5-89

Figure 3–3. Sample, AF Form 302.

14. You have been placed in charge of a meeting where classified information is to be discussed and copies of classified documents issued to persons attending the meeting. Once the meeting is over, what is your responsibility for the classified material that was issued?

15. What is the policy on discussing classified information over the telephone?

16. How often should storage facilities and areas be inspected?

17. Should a safe or vault be inspected each time it is unlocked or locked?

18. What should you look for when you make a room or area security inspection?

19. Where would you find additional safeguarding requirements for your particular office?

20. Why must emergency plans be developed for the protection, removal, or destruction of classified material?

21. If emergency destruction becomes necessary, in what sequence would classified material be destroyed?

3-4. Authorized Methods for Transmitting Classified Information

This section covers the methods that may be used to send classified material from one location to another, both in CONUS and outside the United States.

422. Cite procedures for transmitting classified documents based on security classification and destination.

Transmission. No one may remove classified material from the installation or organization having responsibility for its custody without specific permission from the commander concerned or the designated representative.

Most any means of transportation may be used to physically move classified material with the following exceptions:

a. Classified material must not be hand-carried aboard commercial passenger aircraft unless authorized officials have determined that an emergency situation exists, and that there is neither time nor other transportation means available to move the material.

b. When it is determined that an emergency situation does exist, classified material may be carried or shipped only on commercial passenger aircraft that are moving within or between the area encompassed by the United States and its territories and Canada.

c. Foreign carriers may not be used unless a US escort has physical control of the material.

d. Classified material may be carried across national borders only when the responsible official concerned has made provisions to preclude customs, postal, or other inspections.

To assure maximum protection while it is being transmitted from one office to another on the same installation, classified material should be hand-carried in a folder, an envelope, or a briefcase. Secret and Confidential information may be sent through the base information transfer system for on-base distribution. Top Secret information may not be sent through the BITS or postal channels. It may be transmitted only by a designated official, by courier or by diplomatic pouch. The following paragraphs give some specific details for transmitting the different categories of classified material, and figure 3-4 lists the most common ways for transmitting classified documents.

Top Secret. All Top Secret information or material must be transmitted outside an installation or building by one of the following means:

a. Accompanied State Department diplomatic pouch.

b. Electrical means in encrypted form.

c. The Armed Forces Courier Service (ARFCOS).

d. Appropriately cleared military or civilian personnel when traveling by surface transportation or on a conveyence owned, controlled, or chartered by the Government.

e. Appropriately cleared and designated military or civilian personnel are authorized to carry Top Secret material within and between the United States, its territories, and Canada only when designated by the activity orders issuing or approving official.

f. Specifically designated officials of other Government agencies, such as Department of State officials.

g. Government and commercial carriers within limitations mentioned earlier and prescribed in DOD 5200.1-R/AFR 205-1.

Secret. Secret material may be transmitted by any of the means approved for Top Secret, except that Secret material is entered into the Armed Forces Courier Service only when it cannot be otherwise kept in US custody.

In addition, there are other means for transmitting Secret material depending on whether it is being sent within the continental United States (CONUS) or outside the CONUS. Within the CONUS, Secret material may be sent to an office on another base by US Postal Service registered mail or under escort of appropriately cleared passengers or reliable crewmembers of US military aircraft, other than the

MODES OF TRANSMISSIONS		
IF MATERIALS ARE CLASSIFIED AS:	AND ARE SENT TO:	THEN YOU WOULD USE:
TOP SECRET	*On Base*	*MESSENGER*
	Another Base in the U.S.	*ARFCOS Courier*
	Overseas Base	*ARFCOS Courier*
SECRET	*On Base*	*Messenger or BITS*
	Another Base in the U.S.	*Registered Mail*
	Overseas Base	*Registered Mail*
CONFIDENTIAL	*On Base*	*Messenger or BITS*
	Another Base in the U.S.	*First Class Mail*
	Overseas Base	*Registered Mail*

NPA1-18
NPA6-65A

Figure 3-4. Modes of transportation.

pilot. Secret material being sent to or from an office overseas is transmitted through either the US Postal Service or Military Postal Service by registered mail. However, the registered mail must never pass out of US Government control nor through foreign postal systems.

Confidential. Confidential material may be transmitted by any of the means approved for Secret material. However, US Postal Service registered mail is normally used for material being sent to or from offices outside the CONUS or under certain circumstances as explained in DOD 5200.1R/AFR 205-1. Within the CONUS, Confidential material is transmitted through the US Postal Service by first-class mail to offices on another installation.

Exercises (422):

1. When may foreign carriers be used to transmit classified information?

2. What is the policy for moving classified material across national borders?

3. When may Top Secret material be sent through postal channels?

4. Which categories of classified information may be sent through the base information transfer system?

5. How is additional protection given classified information when it is hand-carried on base?

6. Who designates appropriately cleared personnel to carry Top Secret material within and between the United States and its possessions?

7. What is the one restriction on the use of registered mail to an office overseas?

8. How should you normally transmit the following documents, if you were assigned to Randolph AFB Texas?
   a. Top Secret document sent to another office on Randolph AFB TX.
   b. Secret document sent to another office on Randolph AFB TX.
   c. Secret document sent to Bitburg Air Base, Germany.
   d. Confidential document sent to Bitburg Air Base, Germany.
   e. Top Secret document sent to Keesler AFB MS.
   f. Confidential document sent to Barksdale AFB LA.
   g. Secret document sent to March AFB CA.

423. State the procedures for routing and receiving classified material.

Routing. All material classified Top Secret is transferred, transmitted, or dispatched through the TSCO. Material classified Secret or Confidential is routed from the accountable or controlling office directly to the action office. Receipt and dispatch of classified material through the base information transfer system is described in AFR 182-2, *Postal, Small Parcel, and Distribution Management*. All classified material received or dispatched by electrical message must be routed through established secure telecommunications channels.

Authority for opening material. Inner wrappers of classified material may be opened by the addressee; inner wrappers of Top Secret material may be opened only by the TSCOs, deputy TSCOs, or the TSCO agent. And, only accountable officers or their designated representatives may open the inner wrappers of Secret and Confidential material.

Inspection of wrappers. Before you open a package of classified material, check the seals and both outer and inner wrappings to determine if they have been tampered with. If so, report it to the dispatching activity immediately. Be sure to keep the wrapping material for investigative purposes.

As soon as you open a container of classified material, check the contents against the receipt form inside. If all is accounted for, date, sign, and return the receipt to the originator. You may not use a facsimile signature.

Tracer action. If you don't receive receipts for documents you have sent out within 20 days inside the CONUS or 30 days outside the CONUS, send a copy of the original receipt, marked "TRACER—Original Not Received." If you are on the receiving end, you can save yourself and others a lot of time and paperwork by getting that receipt back to the sender as soon as possible!

Exercises (423):

1. Through what activity must all Top Secret documents be dispatched?

2. How is material classified Secret or Confidential routed?

3. Who is authorized to open classified material?

4. What should you check before you open a classified package?

5. Must returned receipts be signed or stamped?

6. How long is the waiting period for sending a tracer action on a classified document sent within the CONUS?

424. State how classified documents are prepared for dispatching.

Envelopes or Containers. Figure 3-5 gives you an idea of how to package a classified document. When classified information is sent from one place to another, it must be put in two opaque, sealed envelopes or similar wrappings. Outsized materials may be put in two opaque, sealed containers such as boxes or heavy wrappings. As long as the requirement for two covers (inner and outer) is met, the material may be wrapped, boxed, or crated, or any combination of these. Packaging material must be strong enough to provide security protection while in transit, to keep items from breaking out of the container, and to help in the detection of any tampering with the container. The wrapping must hide all classified characteristics. The inner and outer wrappings of a classified package must be sealed using mucilage, glue, or paper tape. Do not use Scotch or masking tape, or self-sealing or window envelopes.

Written classified material must be folded or packed so that the text will not be in direct contact with the inner envelope or container. A receipt form, as required by DOD 5200.1R/AFR 205-1, must be attached to, or placed in, the inner envelope or container for all Secret and Top Secret material; Confidential material requires a receipt only if the originator deems it necessary.

If possible, avoid mailing materials of different classifications in a single package. In particular, don't mix Confidential and Unclassified material with Secret material. If you can't keep them separate, wrap the materials in a single inner envelope or container and enclose a receipt for all the classified material for which a receipt is requested. Mark the inner envelope or container with the highest classification of the contents.

Addressing. Address classified material to an official Government activity and not to an individual. You can, however, use such phrases in the address as "Attention: Research Department" if it will expedite internal routing. Like all administrative communications, classified materials should be addressed directly to the office that will take action on the subject. Never address communications simply to a headquarters. For guidance in addressing, refer to current directives, not to the previous communications. Always include your functional address symbol in the return address.

The inner envelope or container must show the address of the receiving activity, security classification, return address, and any applicable special instructions. Carefully seal the inner envelope so it can't be opened without leaving evidence of tampering.

The outer envelope or container shows the complete and correct address and the return address of the sender, including functional address symbols. It must not bear a classification marking, a list of the contents that would divulge classified information, or any other unusual data or marks that might invite special attention to it.

Receipt Systems. Some classified material requires receipting, as we will discuss in the following paragraphs.

Top Secret. Top Secret material is sent under a chain of receipts covering each individual who gets custody along the way. Normally, Top Secret material is receipted for on AF Form 310; however, use of AF Form 143 is allowed when transferring Top Secret material from one TSCO to another on the same installation.

Secret. The control system for Secret material is based on the limited use of receipts in transmitting documents between geographically separated units and maintaining certificates of destruction. Active accountability records or logs that show a running inventory of Secret documents are not required.

Receipting requirements. Internal receipting within an Air Force activity is not required. In fact, it is discouraged. However, receipts must be obtained for Secret material released or transmitted to an activity outside the US Air Force and for documents transmitted through a mail distribution system. Several authorized receipt forms are available for this purpose, the most common of which is the AF Form 310, Document Receipt and Destruction Certificate.

If a document requires a receipt, address the document to the office that will use it or act on it (action office); include the correct functional address symbol. Prepare the AF Form 310 as shown in figure 3-6. Enter the same address on the form that is used on the document. Under "container

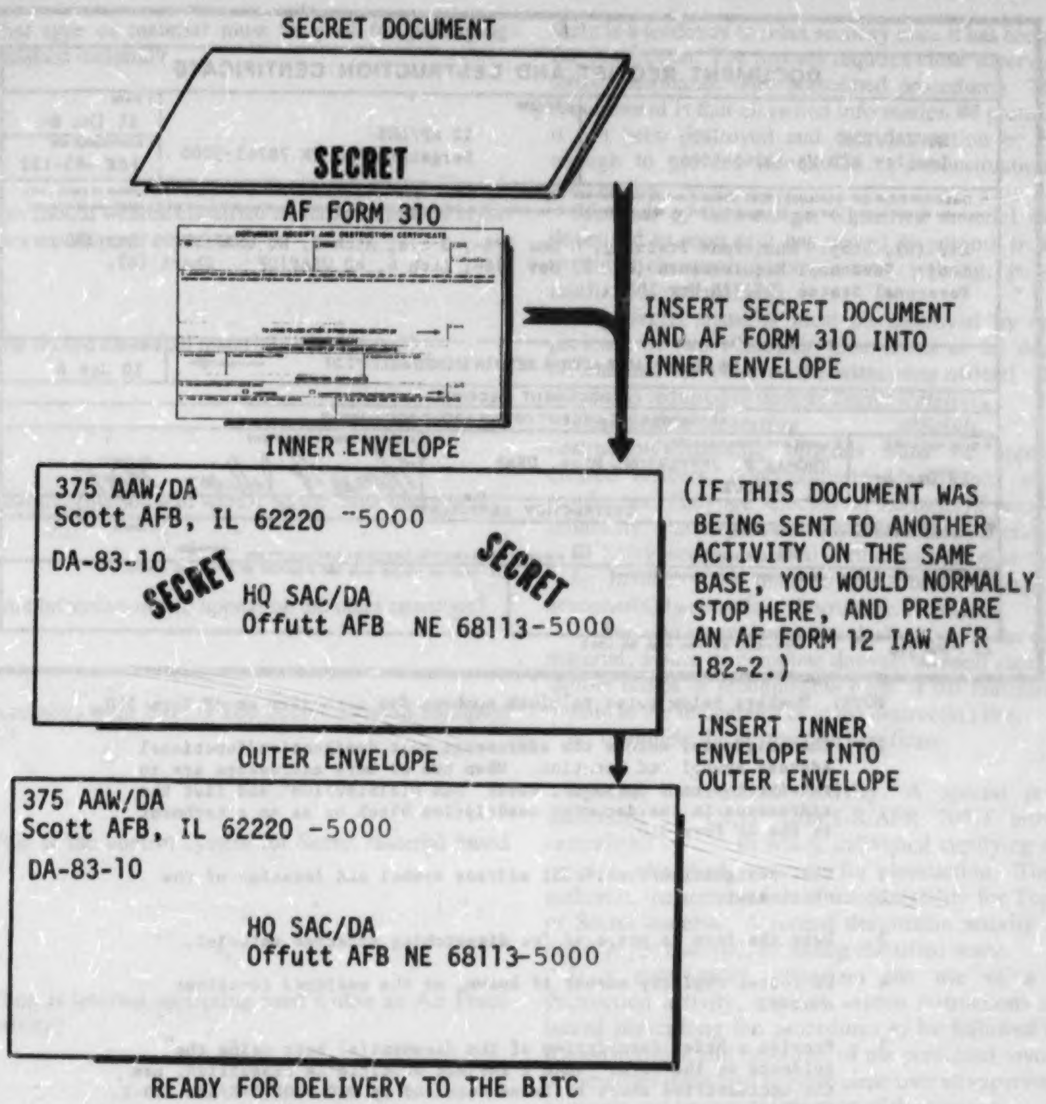

SECRET DOCUMENT
SECRET
AF FORM 310
INSERT SECRET DOCUMENT AND AF FORM 310 INTO INNER ENVELOPE
INNER ENVELOPE
375 AAW/DA
Scott AFB, IL 62220 -5000
DA-83-10
SECRET
SECRET
HQ SAC/DA
Offutt AFB NE 68113-5000
(IF THIS DOCUMENT WAS BEING SENT TO ANOTHER ACTIVITY ON THE SAME BASE, YOU WOULD NORMALLY STOP HERE, AND PREPARE AN AF FORM 12 IAW AFR 182-2.)
INSERT INNER ENVELOPE INTO OUTER ENVELOPE
OUTER ENVELOPE
375 AAW/DA
Scott AFB, IL 62220 -5000
DA-83-10
HQ SAC/DA
Offutt AFB NE 68113-5000
READY FOR DELIVERY TO THE BITC
NPA5-88B

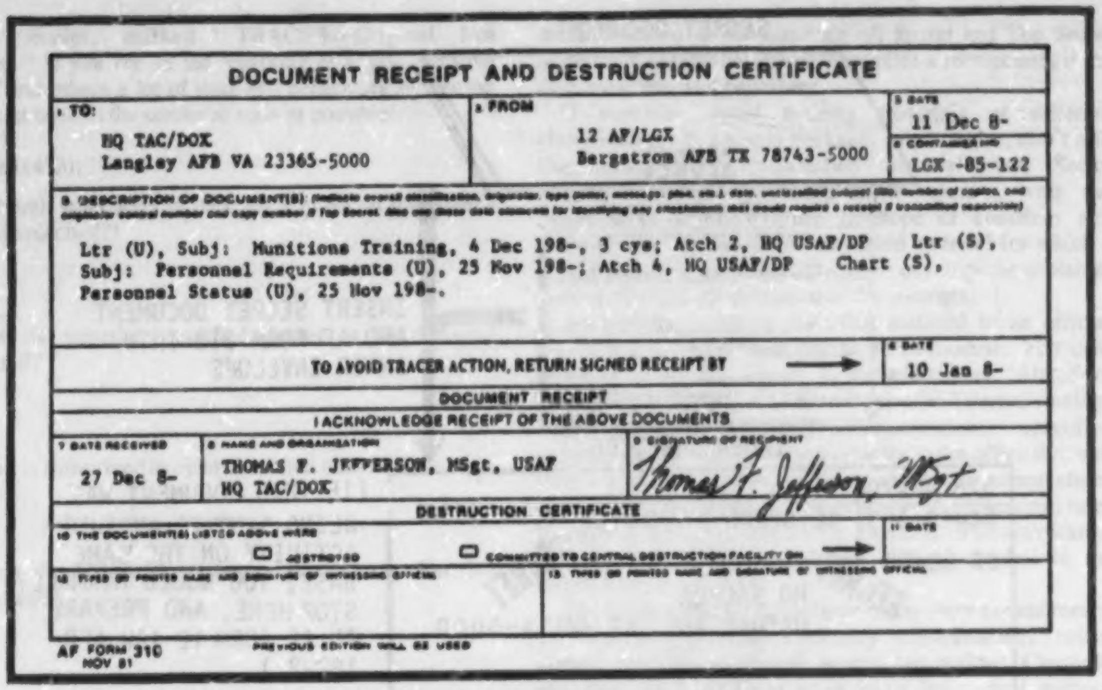
Figure 3-5. How to package a classified document.

number,'' enter the registry or other container number by which the document is to be transmitted. Unless prescribed by a special access program directive issued by HQ USAF or higher authority, receipts are not used for Confidential material.

When the document is ready for dispatch, place a copy of the AF Form 310 in a suspense file, pending return of the signed receipt. Send all remaining copies of AF Form 310 with the document.

Exercises (424):

1. What is the primary requirement for preparing classified documents for dispatch?



DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE

1 TO: HQ TAC/DOX Langley AFB VA 23365-5000	2 FROM 12 AF/LGX Bergstrom AFB TX 78743-5000	3 DATE 11 Dec 8-
		4 CONTAINER NO LGX -85-122

5 DESCRIPTION OF DOCUMENT(S) (Indicate overall classification, originator, type (letter, message, plan, etc.), date, unclassified subject title, number of copies, and originator control number and copy number if Top Secret. Also use these data elements for identifying any attachments that would require a receipt if transmitted separately)

Ltr (U), Subj: Munitions Training, 4 Dec 198-, 3 cys; Atch 2, HQ USAF/DP Ltr (S), Subj: Personnel Requirements (U), 25 Nov 198-; Atch 4, HQ USAF/DP Chart (S), Personnel Status (U), 25 Nov 198-.

TO AVOID TRACER ACTION, RETURN SIGNED RECEIPT BY → 6 DATE 10 Jan 8-

DOCUMENT RECEIPT

I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS

7 DATE RECEIVED 27 Dec 8-	8 NAME AND ORGANIZATION THOMAS F. JEFFERSON, MSgt, USAF HQ TAC/DOX	9 SIGNATURE OF RECIPIENT Thomas F. Jefferson, MSgt

DESTRUCTION CERTIFICATE

10 THE DOCUMENT(S) LISTED ABOVE WERE ☐ DESTROYED ☐ COMMITTED TO CENTRAL DESTRUCTION FACILITY ON → 11 DATE

12 TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL	13 TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL

AF FORM 310 NOV 81 PREVIOUS EDITION WILL BE USED

NOTE: Numbers below refer to block numbers for each item on AF Form 310.

1 The originator enters the addressees unit designation/functional address symbol and location. When two or more addressees are to receive the same document, enter "SEE DISTRIBUTION" and list the addressees in the document description block or as an attachment to the AF Form 310.

2 Unit designation/functional address symbol and location of the originator.

3 Date the form is prepared for dispatching affected material.

4 US Postal registry number if known, or the assigned container number.

5 Provide a brief description of the document(s) here using the guidance on the form. When a subject or title is classified, use the unclassified short title as required by DOD 5200.1-R/AFR 205-1. If the document is a message, use identification elements prescribed in AFR 100-20.

6 The originator enters the suspense date for returning the signed receipt.

7 8 9 Self-explanatory.

10 The witnessing official(s) circles the appropriate block (only one).

11 The date material is destroyed or committed to central destruction facility by the witnessing officials.

HPA5-433A

12 13 Self-explanatory.

Figure 3-6. Sample, AF Form 310.

2. **What type of material must be used for packaging classified material?**

3. **How should written classified material be placed in the inner envelope or container?**

4. **How should classified material be addressed?**

5. **What information will appear on the inner envelope?**

6. **What information will appear on the outer envelope?**

7. **Normally, what form is Top Secret material receipted on?**

8. **What is the control system for Secret material based on?**

9. **When is internal receipting used within an Air Force activity?**

10. **For receipting of classified material, what is the most commonly used form?**

3-5. Destroying Classified Material

DOD 5200.1-R/AFR 205-1 describes in detail the procedures for the disposal and destruction of classified material. If you should get involved in this process, you should study that regulation.

425. Specify procedures for destroying classified material and for recording destruction.

General Procedures. The destruction process lends itself to many security hazards. Although the material contains classified information that still needs protection, there is a tendency to relax security once it has been marked for destruction. The process requires close supervision and strict compliance with prescribed procedures. The basic requirement is that classified information be protected until it has been destroyed and that destruction be complete enough to prevent recognition or reconstruction of the information.

Methods of destruction. Classified material should be destroyed as soon as it has served its purpose by burning, melting, chemical decomposition, pulping, pulverizing, mutilation, or shredding.

Top Secret material must be destroyed by or in the presence of two witnesses. One serves as the destruction official and the other as the witnessing official. Only one witness is required to destroy Secret material.

Destruction/witnessing officials. The destruction/witnessing officials must be appropriately cleared officers, noncommissioned officers, or civilian employees. They are selected on the basis of demonstrated reliability, maturity, and judgement. These officials must:

a. Safeguard the material until it has been destroyed.

b. Inventory the material to be destroyed against the accountability records or destruction certificate.

c. Perform or supervise the destruction of the classified material, assure its complete destruction, and ascertain that legible scraps or recognizable parts of the material do not remain in the incinerator or at the destruction site.

d. Complete the destruction certificate.

Special Destruction Activity. A special procedure authorized by DOD 5200.1-R/AFR 205-1 provides a centralized system in which individual certifying officials prepare classified material for destruction. They also authorize the termination of accountability for Top Secret or Secret material. A central destruction activity actually destroys the material, including [illegible]ssified waste.

If a commander authorizes the use of a central destruction activity, explicit written instructions must be issued prescribing the procedures to be followed and the responsibilities and functions of the personnel involved. A commander must also provide close overall supervision and adequate and frequent inspection of the process.

Under this special procedure, persons in the office responsible for the classified material are designated to act as the certifying official or the witnessing official. The official must:

a. Inventory the material against control records or a destruction certificate.

b. Place the material in a bag or other suitable container, sealed with staples or tape, and when appropriate, bound to prevent its accidental tearing or breaking.

c. Mark the bag or container with the highest classification of the material it contains.

d. Promptly deliver the bag or container to the central destruction activity—no receipt is required for this transaction.

e. Complete a destruction certificate. In this case, the normal certificate is modified to read, "The classified material listed above has been committed to the special or central destruction activity." The official signs as the certifying official or the witnessing official then annotates the accountability records to reflect the destruction of the material on the date that it was delivered to the central destruction activity. The central destruction activity is comprised of:

(1) An official to supervise the destruction process.
(2) Personnel cleared to destroy the material.
(3) Secure facilities for storing the material until it has been destroyed.
(4) Facilities for destroying the material.

When applicable, the central destruction activity is also responsible for obtaining a closed car, van, or truck to transport the material from the storage site to the destruction site.

Once committed to the central destruction activity, the bags or containers must be kept intact, and no one, even the original accountable office, is permitted access to their contents, unless specifically authorized in each case by the commander.

Recording Destruction. After destroying Top Secret or Secret material, a completed certificate of destruction is furnished to, and retained by, the office that has custodial responsibility for the destroyed material.

Although locally devised forms may be used to record destruction of classified material, AF Form 310 is normally used. If another form is used, it must adequately describe the material being destroyed, show the date of destruction, and show the signature(s) of the destruction or witnessing official(s).

When the destruction and the required certification are complete, the accountability records for the material are so annotated. The certificates are normally kept for at least 2 years. Confidential material is destroyed in the same manner as Top Secret and Secret material except that certificates of destruction and witnessing officials are not required.

Classified Waste. As we have said, waste material such as handwritten notes, carbon paper, and typewriter ribbons, that contain classified information must be protected in a manner to prevent unauthorized disclosure of the information. This material must be destroyed by one of the methods described above; however, certificates of destruction and witnessing officials are not required.

Exercises (425):

1. In terms of security, once classified material has been marked for destruction, what is likely to happen?

2. When should classified material be destroyed?

3. List the seven methods of destruction.

4. You are a staff sergeant with a Top Secret security clearance. You may act as destruction official on what categories of classified material?

5. Who may act as a witnessing official?

6. When you deliver a bag of classified material to a central destruction activity, must you get a receipt?

7. When classified material is destroyed by a central destruction activity, what date is used as the date of destruction on accountability records?

8. Once a bag or container of classified material is delivered to the central destruction activity, who has access to the contents of the bag or container?

Processing and Distributing Administrative Communications

ADMINISTRATIVE communications are originated and received daily by every level of command—from the smallest office in some remote corner of the world to HQ USAF in the Pentagon. Millions of hours are spent each year by thousands of people writing, editing, typing, and processing administrative communications. You will be responsible not only for preparing administrative communications for dispatch, but also for sorting and making internal distribution of the administrative communications received in your office.

With the cost of operating the Air Force today, it is very important that we cut down the cost any way we can. While processing and mailing make up a small percentage of the total dollars spent by the Air Force, we can still save a lot of money by following established guidelines.

In this chapter we briefly describe the Base Information Transfer System (BITS). We then zoom in on your specific responsibilities for handling and processing administrative communications.

4-1. The Base Information Transfer System (BITS)

The only acceptable distribution system is one that gets communications to the action offices in the shortest possible time. How they are delivered may differ from base to base and will depend upon distance, when a communication must arrive, the type of transportation that is available, and the types of activities served.

426. Specify the activities that make up the Base Information Transfer System (BITS) and state how incoming mail is processed through the BITS.

AFR 182-2, *Postal, Small Parcel, and Distribution Management*, sets the policies, objectives, and responsibilities for the management and operation of the BITS. It explains the operation of both civil and military postal activities. It tells you how to process administrative communications for on-base distribution and for off-base transmission.

System Description and Operation. The BITS is the total system that collects, processes, and delivers administrative communications and containers between distribution offices and organizations on an Air Force base. It also receives and dispatches mail and small parcels from the post office. (NOTE: The term "container" as used in this chapter also means a pouch, envelope, or box.)

Figure 4-1 is a diagram of a BITS. As you can see, the BITS is made up of a Base Information Transfer Center (BITC), a mobile distribution vehicle (MDV), distribution offices, and action offices. It also includes the base telecommunications center (TCC) and the local United States Post Office, postal service center (PSC), or military post office (MPO).

You should know by now that all official mail goes through the BITS. All incoming mail is first received at the BITC. If it is addressed properly and includes the appropriate FAS it is not opened, but is routed, by way of the MDV, to the distribution offices on the base and from there to an action office. The route for outgoing mail is the reverse of that for incoming mail. It begins in the action office and ends at the appropriate distribution office for routing to another action office or to the BITC for release into one of the postal channels.

Exercises (426):

1. What publication tells you how to process administrative communications?

2. List all the activities that make up the BITS.

3. How is incoming mail processed from the servicing post office through the BITS?

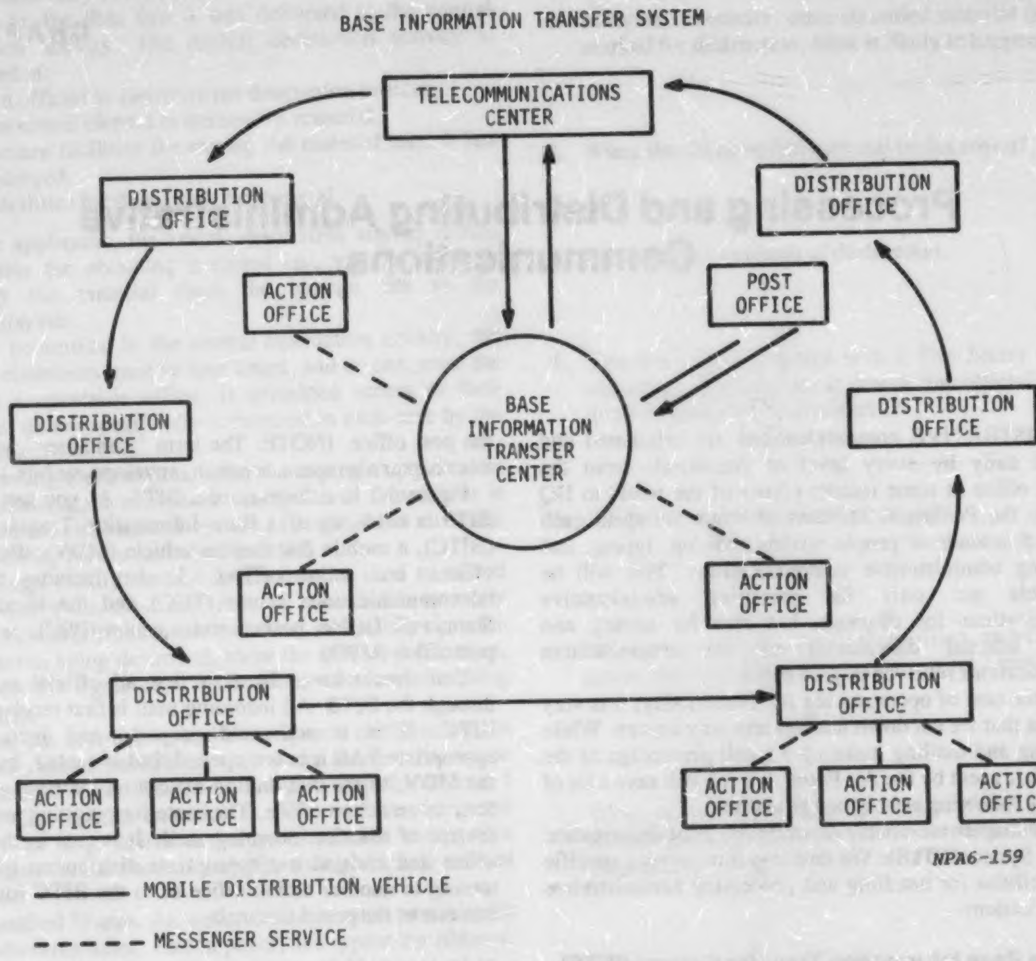

BASE INFORMATION TRANSFER SYSTEM
TELECOMMUNICATIONS CENTER
DISTRIBUTION OFFICE
DISTRIBUTION OFFICE
ACTION OFFICE
POST OFFICE
DISTRIBUTION OFFICE
BASE INFORMATION TRANSFER CENTER
DISTRIBUTION OFFICE
ACTION OFFICE
ACTION OFFICE
DISTRIBUTION OFFICE
DISTRIBUTION OFFICE
ACTION OFFICE
ACTION OFFICE
ACTION OFFICE
ACTION OFFICE
ACTION OFFICE
ACTION OFFICE
NPA6-159
MOBILE DISTRIBUTION VEHICLE
MESSENGER SERVICE

Figure 4–1. Base information transfer system.

4-2. The Distribution Office

Each organization has an activity distribution office where the MDV picks up and delivers official mail daily. The chances are very good that your office could be that distribution office. This section gives guidance on the duties and responsibilities of that office.

427. Cite specific responsibilities and procedures of a distribution office.

The staff or unit distribution office is the bridge between the action office and the BITC. The chief of administration may authorize a distribution office or an action office to deal directly with the post office or small parcel delivery service. However, these offices must keep using the services of the BITS. The direct service is considered supplemental to the BITS.

The chief of each distribution office gives the BITC a list of personnel who may accept mail and sign for accountable mail and classified material.

Responsibilities and Procedures. If you are assigned to a distribution office, one of your responsibilities will be to review outgoing communications to make sure the right type and size of envelope or container is being used. Use Standard Form (SF) 65-B or 65-C, US Government Messenger Envelope, for unclassified administrative communications for on-base distribution and other locations that receive a direct pouch from the BITC. Use envelopes that are only slightly larger than the material being sent. Don't stuff them. Fold lightweight administrative communications—those with four pages or less—being sent off base and place them into letter-size envelopes.

You must also see that administrative communications are properly addressed and, if accountable, an AF Form 12, Accountable Container Receipt, is attached. (We will discuss the AF Form 12 in the next section.) Make sure, too, that mailing elements such as class of mail service, ZIP code, address with FAS, are correct. All mail containers except letter-size envelopes are indorsed to show the class of mail service desired. All letter-size envelopes are automatically sent by first-class mail. All containers received in the BITC without a mail class indorsement, except letter-size envelopes, are assumed to contain no first-class matter and will be sent at the lowest postal rate that applies. If BITS personnel question the contents of containers without a mail class indorsement, they may return the container to you.

Place the class of mail in the upper right corner of the container, approximately 1/4 inch below where the postage meter imprint will appear. The mail class indorsement should be in letters 1/4 inch to 1/2 inch high. Indorsements for special, registered, and certified mail, are placed in the lower left corner of the container on the address side of all containers or envelopes. This indorsement is usually made in the BITC. You'll also need to make sure that parcels do not exceed authorized sizes and weight limitations.

Place unprocessed or undelivered administrative communications that are in sealed containers and indorsed "POSTMASTER, DO NOT FORWARD; RETURN TO SENDER," in either a safe, a container authorized for storage of Confidential material, or a facility similar to unit mailrooms, as directed in AFR 182-2.

NOTE: Handle sealed containers indorsed "POSTMASTER DO NOT FORWARD; RETURN TO SENDER" as regular administrative communications except for storage and delivery. Don't ever leave these items unattended.

As a worker in a distribution office, you will also provide referral service for incoming administrative communications that are not properly addressed. That is, you may have to open the container to determine the subject matter and thus, to whom the communication belongs. And, finally, you will have to furnish action offices with BITC distribution schedules. These schedules help the action office get the mail ready on time, and should eliminate the need for action office personnel to perform messenger service, except for the occasional unscheduled priority delivery that cannot be handled by the BITS.

Location. The need for a rapid exchange of administrative communications with the BITC requires that distribution offices be placed close to the action offices they serve. The space provided and the arrangement of a distribution office must allow for step-by-step mail processing. The volume and types of communications will dictate the equipment required. Large distribution offices may need equipment similar to the BITC, while small distribution offices may need only "in" and "out" baskets.

Exercises (427):

1. What purpose is served by a staff or unit distribution office?

2. What information must be given to the BITC by the chief of each distribution office?

3. When servicing outgoing administrative communications in a distribution office, what three specific things should you check?

4. What type of administrative communications should be sent in US Government messenger envelopes?

5. What types of mail containers must be indorsed to show the class of mail service desired?

6. Letter-size envelopes are always sent by what class of mail?

7. Where should the class of mail service desired be placed on mail containers?

8. What information appears in the lower left corner of a mail container?

9. What should you do with unprocessed or undelivered communications in sealed containers indorsed "POSTMASTER DO NOT FORWARD; RETURN TO SENDER" at the end of a normal duty day?

10. Why are BITC distribution schedules given to action offices?

11. What determines the type of equipment needed in a distribution office?

4-3. The Action Office

As the office that uses or acts on an administrative communication, the action office also creates administrative communications and starts them on their way to other action offices through the BITC. As an administrative specialist, you may or may not work in a large distribution office. However, you will definitely be involved in receiving, preparing, addressing, and processing administrative communications in your particular office.

428. State how to prepare administrative communications for dispatch and receipt.

Preparing Administrative Communications for Dispatch. In the action office outgoing mail is faced (placed in containers address side up) and separated according to size, mail classification, and special postal services desired; and receipts are prepared as required by AFRs 205-1 and 182-2.

Another responsibility of the action office is to process administrative communications and containers received from distribution offices or the BITC.

Action office supervisors must insure that personnel who open official first class mail know that sealed inner envelopes with Confidential markings must be released unopened to a staff member who has a security clearance.

Figure 4-2, taken from AFR 182-2, tells how to get mail ready for on-base and off-base dispatch. For instance, Rule 1 says that you would send an unclassified letter to another office on your base through the BITS in an SF 65-B or 65-C, with no formal control while it is in the BITS. Now look at Rule 3. A Secret letter, going to the same office, must have a receipt filled out. The letter and the receipt must be enclosed in a single, sealed opaque container with the classification, Secret, marked on both sides of the container. It will be controlled by an AF Form 12, and a container number while it is in the BITS. As you can see, this chart gives you all of the information you need to prepare administrative communications properly for dispatch. If your office routinely sends out large volumes of accountable mail, you might want to talk to your local chief of administration about using some of the alternate procedures described in AFR 182-2.

All sealed containers indorsed "POSTMASTER DO NOT FORWARD; RETURN TO SENDER" remaining in action offices must be secured at the close of business each day, as described earlier. For guidance on addressing communications, you should use AFRs 10-4, *Air Force Directory;* 10-6, *Air Force Standard Functional Address System;* and 100-20, *Management of Electrical Record Messages and MINIMIZE*. Address all communications directly to the office that will act on them—never simply to a headquarters. By addressing communications "action office to action office," you can stop delays caused by misrouted communications that require opening and unnecessary administrative controls. Also, always include your FAS in the return address on the outer container. This will make it easier for the addressee to reply directly to your office.

All action office personnel need to know how to assign and use container numbers. These numbers are used to control accountable communications in AF channels. Accountable communications include both classified and unclassified communications that must be handled and processed IAW AFRs 205-1 and 182-2.

Each action or distribution office that processes accountable containers for dispatch (on or off base) must keep a block of container numbers for use on containers and the AF Form 12. By using these numbers we avoid paying the US Postal Service a registered or certified mail fee on accountable mail. Used in conjunction with an AF Form 12, a container number can be traced from the dispatching activity through the BITS, into the USPS accountable mail system, to the receiving BITS, and on to the addressee. The base DA tells each dispatching office which series of numbers to use. These numbers, prefixed by the dispatching office's FAS and the last two digits of the current year, are placed on the left-hand side of the container beneath the return address (figs. 4-3 and 4-4). Figure 4-3 shows how the inner container should be prepared in the action office. Figure 4-4 shows the outer container for the same communication after it has been processed by the BITC.

Figure 4-5 shows how the outer wrapper should be indorsed to transmit Confidential material by first class mail within the US, its territories and possessions.

Up to now we've only casually referred to AF Form 12, but now it's time for us to get specific. The AF Form 12 is a five-part form. It is used to record the exchange of sealed accountable containers between the dispatching activity, the BITS, and the addressee. All accountable containers sent from your office must be accounted for in the BITS by an AF Form 12. However, this form is not a document receipt; it is used only to acknowledge receipt of the sealed container. The actual document would normally be accounted for, if required by AFR 205-1, by an AF Form 310, Document Receipt and Destruction Certificate.

You may use more than one set of the AF Form 12 if each office or person who takes custody of the container needs a copy. Figure 4-6 tells how to prepare this form. Study the instructions closely.

Once you have filled out the AF Form 12, attach it securely to the container. When several containers are listed on the same form, bundle the containers securely and attach the AF Form 12 to the top container or consolidate them into one bundle.

During each change of accountability, the office or person that ends up with the container gets a signature on the AF Form 12. The signed copy is filed. File copies are destroyed after the retention period specified in AFR 12-50, Vol 2.

Using SF 65-B or 65-C, US Government Messenger Envelope. These envelopes are used primarily on base for Unclassified communications. The difference between the two is size only—B is smaller than C. The address element to be used on a messenger envelope for delivery by the BITS is the organization identification and action office FAS. The messenger envelope also may be used in sealed pouches, but be sure not to overload it. Overloaded envelopes frequently burst and delay processing and delivery. Write the address in large block letters. Also use the address blocks in succession and line out the previous entry.

HOW TO PREPARE ADMINISTRATIVE COMMUNICATIONS FOR DISPATCH

RULE	A	B	C	D	E	F	G
	If an administrative communication is sent to an office	and the classification is	then document receipts are	and it must be packaged in	and controlled in transit by (see note 1)		
					AF Form 12 and container number	First-Class Mail (see note 2)	Registered Mail
1	On the installation, through the base information transfer system (BITS)	unclassified (see note 3)	not required	Standard Form 65 or other container			
2		Confidential requiring a receipt	prepare as specified in DOD 5200.1-R/AFR 205-1 and enclosed in container	a single sealed opaque container with the classification marked on both sides of the container (see note 3)			
3		Secret or NATO Confidential or Secret (see note 4)			X		
4	off the installation, including items sent as consolidated mail through US Postal Service (USPS) or Military Postal Service (see notes 5 and 6)	unclassified	not required	single sealed container (see note 3)			
5	Off the installation, including items sent as consolidated mail, through US Postal Service and both sending and receiving agencies are within US boundaries (see notes 5 and 6)	Confidential requiring a receipt	prepare as specified in DOD 5200.1-R/AFR 205-1 and enclosed in container	an opaque inner and outer container; mark both sides of the inner container with the classification (see note 3)	X	X	
6		Secret or NATO Confidential or Secret (see note 4)					X
7	off the installation, including items sent as consolidated mail, through USPS or Military Postal Service and either the sending or receiving agency is not within US boundaries (see notes 5 and 6)	Confidential addressed to a DOD contractor	not required	single sealed container (see note 3)		X and Certified Mail	
8		unclassified				X	
9		Confidential		an opaque inner and outer container; mark both sides of the inner container with the classification (see note 3)	X		X
10		Confidential requiring a receipt	prepared as specified in DOD 5200.1-R/AFR 205-1 and enclosed in container				
11		Secret					

NOTES:

1. Containers must be addressed according to AFRs 10-1, 10-4, and 182-2.

2. Mailers must establish positive procedures to ensure that "parcels" containing Confidential material are conspicuously stamped or marked "First-Class Mail" and "Postmaster: Do Not Forward, Return To Sender."

3. Classified working papers must be transmitted in the same manner as that required for other material of the same classification level.

4. Only authorized subregistries and control points may dispatch or receive NATO classified material.

5. Translucent mail pouches do not qualify as outer containers. Mail must be wrapped and marked according to rule D above before insertion into these pouches. For guidance on consolidated mail, see AFR 182-2.

6. The use of opaque pouches by BITS personnel serves as an adequate outer container when transmitting classified material off the installation. If this provision can't be met, an opaque outer container must be prepared by the dispatching activity.

NPA5-436

Figure 4-2. Instructions for preparation and dispatch of administrative communications.

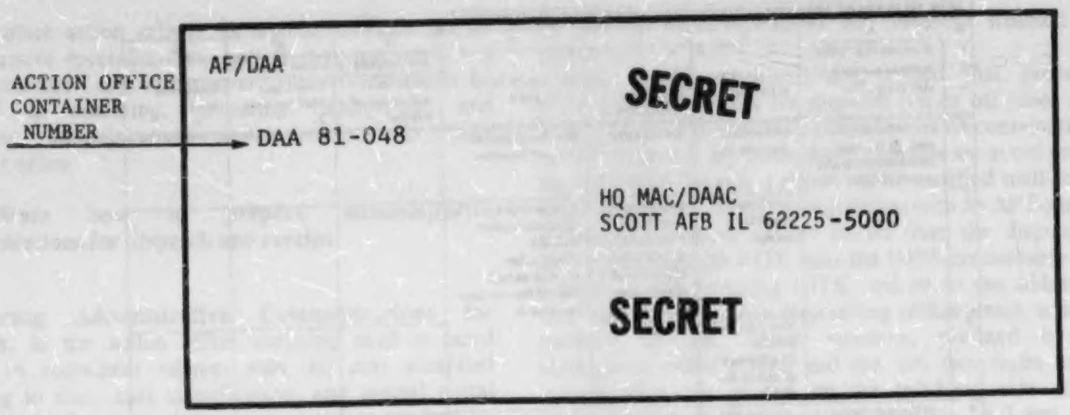

AF/DAA
ACTION OFFICE CONTAINER NUMBER
DAA 81-048
SECRET
HQ MAC/DAAC
SCOTT AFB IL 62225-5000
SECRET

Figure 4–3. Inner container marked with classification.

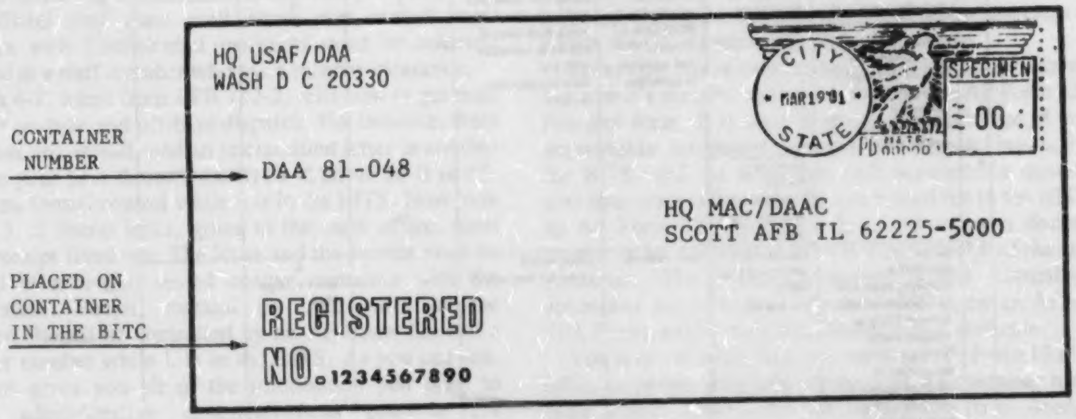

HQ USAF/DAA
WASH D C 20330
CONTAINER NUMBER
DAA 81-048
CITY
MAR19'81
STATE
SPECIMEN
00
HQ MAC/DAAC
SCOTT AFB IL 62225-5000
PLACED ON CONTAINER IN THE BITC
REGISTERED
NO 1234567890

Figure 4–4. A container prepared with proper address, local container number, and registered number.

Receiving Accountable Communications. When you receive an accountable container, first compare the number on the container—lower left corner for registered, certified, etc.; upper left corner for others—with the number on the container receipt. If they agree, sign a copy of the AF Form 12 and give it to the person making the delivery. Next, check the accountable containers against the enclosed receipt form if there is one, to insure that you are receiving the same documents described on the form. If there are any discrepancies such as missing documents, immediately call or write the sender. Follow up by returning an annotated signed copy of the AF Form 12 describing the discrepancy.

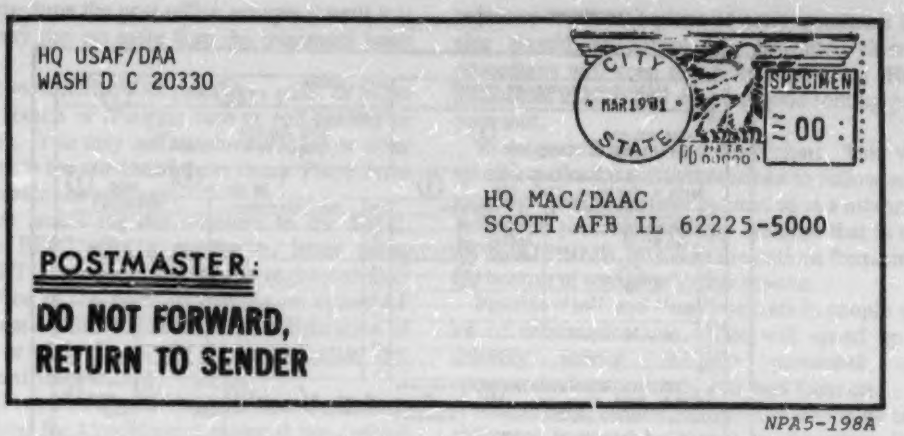
Exercises (428):

1. How should administrative communications being prepared for release to the BITS be separated?

2. How should you send an unclassified letter to another office on your base?

3. How would you prepare an administrative communication that has a Secret classification for dispatch to another office on base through the BITS?

4. How can you eliminate delays caused by misrouted communications?



HQ USAF/DAA
WASH D C 20330

HQ MAC/DAAC
SCOTT AFB IL 62225-5000

POSTMASTER:

**DO NOT FORWARD,
RETURN TO SENDER**

NPA5-198A

Figure 4-5. Outer wrapper for transmitting Confidential material via first-class mail.

5. **What is the purpose of the container number used on accountable communications?**

6. **Where on an accountable container should the container number be placed?**

7. **What is the purpose of an AF Form 12?**

8. **How many separate AF Forms 12 would you have to prepare to send nine different accountable communications to seven different organizations on the same base? Why?**

9. **What should you do with an AF Form 12 prepared for an accountable container once it has been completed?**

10. **When you deliver an accountable container, you should get the recipient's signature on the top copy of the AF Form 12. What do you do with the remaining, unsigned copies?**

11. **What is the primary use of a US Government Messenger Envelope?**

12. **How should you address a messenger envelope that is being sent through the BITS?**

13. **When you accept an accountable container, what is the first thing you should do before you sign the AF Form 12?**

14. **After you sign the AF Form 12, what must you do before you open an accountable container?**

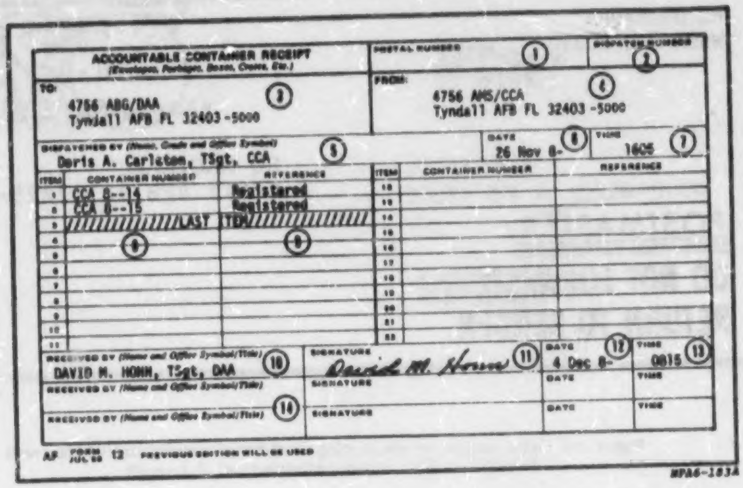
15. **What should you do if you discover any discrepancies when you check the contents of an accountable container against the enclosed receipt?**

429. State how and when to use registered and certified mail.

Special postal services may not be used just to provide a record of mailing, delivery, or means of tracing. If you have a choice (for example, "registered mail or certified mail"), you should use the cheapest service that will meet mission requirements.

Special postal services you may use are registered mail, certified mail, certificate of mailing, return receipt, and insured mail. Since you may not use other special services, such as special handling and special delivery, we don't discuss them here.

Registered Mail. Registration provides additional security for mail during transmission, and requires a chain



ACCOUNTABLE CONTAINER RECEIPT
(Envelopes, Packages, Boxes, Crates, Etc.)

POSTAL NUMBER ①

DISPATCH NUMBER ②

TO: ③
4756 ABG/DAA
Tyndall AFB FL 32403-5000

FROM: ④
4756 AMS/CCA
Tyndall AFB FL 32403-5000

DISPATCHED BY *(Name, Grade and Office Symbol)* ⑤ Doris A. Carlston, TSgt, CCA

DATE ⑥ 26 Nov 8-

TIME ⑦ 1605

ITEM	CONTAINER NUMBER	REFERENCE	ITEM	CONTAINER NUMBER	REFERENCE
1	CCA 8--14	Registered	12		
2	CCA 8--15	Registered	13		
3	//////////////LAST	ITEM//////////////	14		
4	⑧	⑨	15		
5			16		
6			17		
7			18		
8			19		
9			20		
10			21		
11			22		

RECEIVED BY *(Name and Office Symbol/Title)* ⑩ DAVID M. HOHN, TSgt, DAA	SIGNATURE David M. Hohn ⑪	DATE ⑫ 4 Dec 8-	TIME ⑬ 0815
RECEIVED BY *(Name and Office Symbol/Title)*	SIGNATURE	DATE	TIME
RECEIVED BY *(Name and Office Symbol/Title)* ⑭	SIGNATURE	DATE	TIME

AF FORM JUL 86 12 PREVIOUS EDITION WILL BE USED

MPA6-183A

①For off base dispatch BITC enters tin seal number when dispatching by registered pouch. This item is left blank for on base use.

②Optional use (See note 1).

③For off base dispatch enter mailing address of receiving BITC. For on base dispatch enter only unit designation and functional address symbol to which you are sending container.

④Enter your complete mailing address when dispatched off base. On base dispatch requires only unit designation and functional address symbol.

⑤Enter name, grade, and functional address symbol of person responsible for dispatching container(s). (See note 1.)

⑥⑦Enter current date and time in appropriate block. (See note 1.)

⑧Enter local container number(s) shown on left side of container. For off base dispatch see notes 1 and 2.

⑨For off base dispatch the sender may write or type the type mail service desired, e.g., registered or certified. If desirable, enter functional address symbol to which container was sent, ON ACTION OFFICE FILE COPY ONLY. For on-base dispatch this section is for BITC use only.

⑩⑪⑫and ⑬ will be filled out by authorized recipient. For item 10 see note 4 and for item 13 see note 2.

⑭ Use these spaces to record additional changes in custody until the container is delivered to the addressee. Recording changes of custody within the BITS is optional.

NOTES:

1. Depending on local requirements, optional use is authorized.

2. Prepare a separate AF Form 12 for each organization to which you are dispatching one or more containers.

3. When dispatching containers to five or more different organizations, prepare, in addition to AF Form 12 required by note 2, a separate consolidated AF Form 12 listing all the containers. Address it to the BITC. When filling out a consolidated AF Form 12 you may enter abbreviated address and functional address symbol to which containers are being sent.

4. "Grade" may be used in lieu of "Title".

Figure 4-6. How to prepare AF Form 12.

of receipts from the time the post office accepts it until it is delivered. You may pay no more than the minimum basic fee.

Seal registered mail items with mucilage, glue, or paper tape. Don't use scotch or masking tape or self-sealing or window envelopes. You may not attach envelopes or other types of containers to the outside of these items. Place items such as invoices inside the package.

The post office issues register numbers to the BITC. Personnel in the BITC affix a number to items being registered. The BITC gets a receipt for the registered mail from the post office at the point of mailing on either AF Form 627, Application for Registration or Certification of Official Mail, or PS Form 3877, Application for Registration or Certification.

Registered mail must be used to transmit Secret material. It may also be used for Confidential material transmitted outside the CONUS, Alaska, Hawaii, Puerto Rico, US possessions, and trust territories. Specific items that can be dispatched as registered mail are listed in AFR 182-2.

Certified Mail. While certified service provides a receipt for first-class mail of no intrinsic value, you may not use it just to have proof of mailing or receipt. In transit it is handled as ordinary mail, and no indemnity coverage is provided. The Air Force doesn't use this service much. The BITC gets a receipt for certified mail on PS Form 3800, Receipt for Certified Mail, or PS Form 3877. An example of authorized use of certified mail would be to send ID cards to persons who are unable to pick them up personally. Again, you should check AFR 182-2 for specific uses. Also refer to AFR 182-2 for information about other mail services you might occasionally have to use.

Exercises (429):

1. How is security provided for registered mail?

2. What service is provided by certified mail?

4-4. Internal Routing of Administrative Communications

Normally, there is one person in the office or unit who reviews all administrative communications received. Whether you work in an action office or in a distribution office, this responsibility very well could be yours. If so, when correspondence is received in your office, you must decide what to do with it.

430. Identify procedures for routing administrative communications.

Guidelines. How you route communications can have a pronounced effect on the efficiency of your unit. This is especially true if communications are misrouted, or worse, not routed at all. One of the cardinal sins in any office is for someone to sit on a piece of correspondence that someone else should be acting on. Definite, clear-cut routing procedures will keep this from happening. Here are some guidelines to help you develop good routing procedures for your unit.

In large offices, use a flow chart. This will establish specific paths for communications to follow and will aid in locating a particular communication at a moment's notice.

Require personnel to keep material that is in circulation on top of their desks. Communications frequently get lost in the bottom of someone's desk drawer.

Provide "in" and "out" baskets to people who handle a lot of communications. This will speed up pickup and delivery service. Require personnel to examine communications promptly and pass them on.

And finally, require that prompt action be taken to meet suspenses imposed by higher headquarters. If you permit people to wait until the last minute to meet a suspense, you are not allowing time to correct errors that can be made in writing or typing the communication.

Optional Form 41, Routing and Transmittal Slip. Even if no action is required on a communication, it must be of interest to someone in the organization, and you should bring it to his or her attention promptly. Use OF 41 to route communications within or outside of your office—but only when you want to make a brief informal comment about it. To route a communication without comment, simply write the recipient's FAS near the original address or in the upper right corner. Another form that can be very helpful to you is the AF Form 388, Communications Control Record, which was discussed in a earlier volume.

Actually, your responsibility for routing communications is threefold: (1) you must keep your boss informed; (2) you must keep yourself informed; and (3) you must see that all personnel in your unit are informed.

Exercises (430):

1. Which of these are proper procedures for routing administrative communications?
   a. Assign the responsibility for reviewing all communications in an office to one section within the office or to as many people as necessary to accomplish the task.

   b. Review incoming communications as soon as possible after you receive them.

   c. Especially in a small office, use a flow chart to show the movement of communications.

   d. See that a communication for information only gets from the point of origin, through the office, and back to the point of origin within 3 duty days.

e. Keep communications being circulated out of desk drawers. Review them promptly, and pass them on.

f. Make your informal comments concerning a communication being routed to another office on OF 41 and not on the communication.

Preparing and Developing Publications

UP TO THIS POINT, you have only reviewed basic information concerning publications management. You should be ready now to learn more about preparing and developing publications. Publications don't just happen. Someone must conceive the idea that there is a need for one. That is, a need must exist to communicate something to someone. Someone must then check to see if the information has already been communicated or if it already exists in a form by which it might be readily communicated. If it is decided that a publication is necessary, the machinery must be put into motion to get it prepared, produced, and distributed. As an administration specialist, this responsibility could easily fall to you.

5-1. The Air Force Publications Management System

Any office, from HQ USAF on down to yours has a certain amount of responsibility for producing and maintaining publications.

431. Specify the activities and individuals who are responsible for the Air Force Publications Management Program.

Responsibilities. The activities and individuals who have responsibilities in the publications management program are:

HQ USAF. The Director of Administration, USAF (DA), through the Publishing Division (HQ USAF/DAP), is responsible for publications management policies and procedures. DAP designates an Air Force publications manager who:

a. Establishes overall management policies and procedures.

b. Prescribes standards, methods, and techniques to govern the total publications program from development to maintenance and upkeep.

c. Authorizes establishment and continuation of periodicals and specialized publications.

d. Evaluates the effectiveness and efficiency of each command's program.

e. Evaluates and improves the Air Force Publications Program.

HQ USAF/DAP also manages, prepares, and maintains Air Staff publication requirements and handles Department of Defense publication implementations into Air Force systems.

Major Command (MAJCOM) and Separate Operating Agency (SOA) and below. Within each headquarters or unit, the Director of Administration; Chief, Base Administration; or administration officer designates a publications manager to administer the Publications Management Program. This official supervises the program, recommends program improvements to higher headquarters, insures compliance with program policies and procedures within the area of jurisdiction, evaluates and reviews special needs and requirements of subordinate organizations, and provides management support. Publication managers review subordinate command supplements to publications in the 5 and 8 series.

Be sure that you understand that each level of command organization will have a publications manager with these same general responsibilities. Naturally, the MAJCOM manager is responsible for all subordinate units, and a base publications manager services and manages only subordinates on that base.

Office of primary responsibility (OPR). This is where the publication is planned and developed. When you must write a publication, no matter how small it is or at what level you are working, you will be designated as the OPR for that publication. By definition: "Each office, unit, or activity that originates a publication" is known as the OPR.

You must consult with the applicable publications manager before you plan or undertake a major or complex publishing action. If your office is at base level, you will contact the base publications manager. If you work at MAJCOM, then you will report to that level publications manager.

You must be sure that your publication conforms with the policies and standards of AFR 5-1, *Air Force Publications Management Program*, and AFR 5-8, *Preparing Air Force Publications*. Keep existing publications current and promptly rescind those you no longer need (publications are kept current by annual review on their anniversary month). You must also review lower level supplements to your publications. You'll find specific purposes and items of interest in this review in AFR 5-1.

Exercises (431):

1. Who evaluates effectiveness and efficiency of each command's publications program?

2. Who designates a publications manager within a MAJCOM or below?

3. What does the abbreviation OPR stand for?

4. What is the basic responsibility of a base-level or command-level publications manager?

5. What are the responsibilities of the OPR?

5-2. Enforceability of Directive Publications

432. Specify the purpose and characteristics of enforceable publications.

Nature and Purpose of Enforceable Publications. We are usually mindful of the fact that how we verbally give an order directly affects the way that order is carried out. The same is true when we put that order down on paper—how we write it makes all the difference. By Air Force policy, only a few Air Force publications are enforceable against individual members. Special rules apply to developing enforceable publications. These are publications which, if violated, would make the member subject to trial by court-martial or to nonjudicial punishment as violations of Article 92 of the *Uniform Code of Military Justice (UCMJ)*. A statement to this effect must accompany every enforceable provision in a publication. An enforceable provision can be either mandatory or prohibitory.

Mandatory provisions require that the individual do something—wear a certain article of clothing, attend a certain formation, complete a record, and so on.

Prohibitory provisions, of course, tell an individual not to do something—wear uniform combinations, smoke in a certain area, drive in excess of a posted speed, and so forth.

Structure of an Enforceable Publication. For a publication to be enforced against members of the armed forces, it generally must place obligations clearly on individuals. A publication that presents nothing but information, policies, technical data, and similar nondirective material generally does not fall in this category. In some cases, even a clearly worded mandatory or prohibitory provision inserted in the middle of a publication probably is held to be nonenforceable. Keep this point in mind. A service member must be able to tell whether a publication contains a punitive (directed toward punishment) provision, without having to read every single page.

To keep an enforceable publication from being misinterpreted, you need to keep several things in mind. First, whenever you can, place enforceable material in a publication that does not give large doses of policy and information. Second, when you have to mix directive with nondirective material, clearly state which material obligates the individual service member. Third, be precise and clearly state whether a prohibition applies to all Air Force members, or to just a portion, and under what circumstances.

Understand, too, that the imperative language ("will," "must," etc.) is useful in publications. By itself, however, it does not identify who is obligated. Thus, the order is not enforceable unless other language indicates who "will" or who "must."

The Purpose Statement. Perhaps the best place to drop the first hint of enforceability is in the purpose statement of a publication. This brief, concise statement explains why the publication is needed and to whom it applies. It also states whether the publication implements another directive or higher headquarters publication. Additionally, it states that its contents are consistent with safety and health standards if the publication contains material relating to such requirements. Lastly, it states where the publication contains material that must be enforced as to specific individuals such as commanders, supervisors, or other personnel.

A purpose statement makes it clear which parts of a publication contain mandatory provisions and prohibitions that are enforceable against the individual. While such language standing alone in the purpose statement does not make a publication enforceable, it will make it so when it's combined with the more specific language in the text of the publication.

To make it clear which parts of the publication are enforceable, say in the purpose statement that it "requires," "limits," or "prohibits," or use a combination of these terms. You could also say that it establishes certain kinds of requirements that apply to all service members, or to all aircrew members, or to all persons driving automobiles on base, or to all medical personnel, and so on. You could use other language, equally clear, as to what people must or must not do under certain situations, that is, say in the purpose statement that "failure to observe the prohibitions and mandatory provisions in the regulations is a violation of the *Uniform Code of Military Justice*, Article 92."

If your publication will be a long one, identify in the purpose statement the chapters, paragraphs, and so forth, that will place specific obligations on the individual. If the publication is in parts, try to confine the enforceable material to only one or a few of the parts, and use the language as previously mentioned. The goal here is to separate the information that is enforceable from that which is not enforceable.

Nonenforceable vs Enforceable Language. Most of the language recommended for a publication does not make the publication enforceable. Some of the wording used in nonenforceable publications are: "should," "may," "ought to," "desirable," "normally," "usually," and the like. Such casual words as these leave much to individual interpretation—and so they should in nonenforceable publications. But, enforceable publications require, indeed, demand stronger words!

The words that make a publication enforceable are "will," "will not," and "no...will," "must," "must not," "required," "mandatory," "directed," and "prohibited."

Again, how you write it makes all the difference!

Exercises (432):

1. What is the Air Force policy as far as publishing enforceable publications against individual members of the Air Force?

2. What are considered enforceable publications?

3. What is the difference between a mandatory and prohibitory provision in a publication?

4. What is it about a publication that makes it enforceable?

5. Is a publication that presents nothing but information, policies, technical data, and similar material considered to be enforceable or nonenforceable?

6. In what part of a publication would you look to see to whom the regulation pertains?

7. If a publication is lengthy, how and where would you identify the part(s) that places obligations on individuals?

5-3. Planning and Organizing Material

As you have learned, writing clearly is a must, whether you are developing an enforceable publication or a nonenforceable one. Clear writing, however, comes from clear thinking. Before you try to communicate your ideas to others, you must first have those ideas straight in your own mind; otherwise your message will be garbled, misinterpreted, or lost altogether. In other words, THINK IT OUT AND WRITE WITH CLOUT!

One of the best ways to think it out is to follow a step-by-step plan. A logical plan permits you to place your subject under a "microscope," so you don't miss a thing! This section, then, tells you how to set up and follow just such a plan.

433. Specify the requirements for planning and organizing materials for standard publications development.

Planning and Research. Make sure the official who must approve the publication agrees that it is essential. This will keep you from having to do unnecessary work. It may even reveal information or requirements you didn't know before. More important, it will increase your chances for getting final approval.

Do a thorough research job whether the publications are new, revised, or changed. Look in your organization's 0-series index to see if other publications have been issued on the subject. With a poor research job you might issue more than one publication on the subject, issue a conflicting instruction, or publish a nonessential or an incomplete publication. This, in turn, will generate inquiries, promote inconsistencies, and encourage noncompliance. Look for and develop the details that will make your publication complete in itself, and cut out the need for the receiving headquarters or offices to supplement it.

If you have enough time, talk your project over with those who will coordinate on your publication. This can cut down on conflicts and raise the general quality of your project. Also, discuss it with the publications management office, especially if the material you have gathered is extensive or is difficult to organize or write.

If functional distribution requirements must be established for your publication, make up a brief narrative description of it. Give its purpose and types of organizations or personnel that will use or need it. Send your description to the publications management office. Most of your standard publications will be for functional (F) distribution.

Plan all reports, forms, and figures or illustrations so that all production is completed in the right order, and meets the publication date. If your publication will introduce or revise a form, you must fill out an AF Form 1141, Request for Approval of Form, and send it to the forms management office.

Arrangement and Organization. After you gather the material, analyze it to find the best order in which to present it. Whether you are developing or revising a publication, the best approach is first to make an outline. Arrange and rearrange your material until it fits into the most logical order. It should flow smoothly from one point to the other.

Figure 5-1 lists the organizational elements to use in developing a publication. There are five things to remember in using these elements. First, use only the prescribed elements. Second, group like paragraphs under common headings. Third, remember that the size or type of element to use is determined by the complexity and quantity of information or supplements. Fourth, if you have a number 1 paragraph or an "a" subparagraph, you must also have a 2 or a "b." Finally, place supplemental materials in figures, tables, attachments, or other areas that can most effectively present the information.

The organizational elements and their identifying numbers are specified for use in regulations, manuals, operating instructions, and supplements. In other types of publications their use is optional. Deviations are permitted only when specifically authorized by HQ USAF/DAPS in waivers or in other directives.

Authorized Elements	Application and Identification
Volumes	Use Roman numerals–I, II, III, etc.
Parts	Spell out in numerical sequence–Part One, Part Two, Part Three, etc.
Chapters	Use Arabic numerals in sequence–Chapter 1, Chapter 2, Chapter 3, etc., throughout the publication.
Sections	Use capital letters in alphabetical order–Section A, Section B, etc., throughout the publication or within each chapter.
Main Paragraphs	Use: Arabic numerals in sequence–1, 2, 3, etc., throughout the text in publications without chapters. Two-part Arabic numerals in those with chapters. (The first number identifies the chapter and the second the paragraph sequence within the chapter. For example, paragraphs in chapter 1 are numbered 1-1, 1-2, 1-3, etc.; paragraphs in chapter 2 are numbered 2-1, 2-2, 2-3, etc.)
Subparagraphs	Use: a, b, c, etc., for first indention. (After z, use aa, ab, ac, and so on.*) (1), (2), (3), etc., for second indention. (a), (b), (c), etc., for third indention. 1, 2, 3, etc., for fourth indention.*
Attachments	Use: Arabic numerals–Attachment 1, Attachment 2, etc., in sequence.
Figures	Use: Arabic numerals–Figure 1, Figure 2, Figure 3, etc., consecutively in publications without chapters. Two-part Arabic numerals in those with chapters. (The first number identifies the chapter and the second the figure sequence within the chapter. For example, Figure 1-1, Figure 1-2, Figure 1-3, etc., for figures in chapter 1; and Figure 2-1, Figure 2-2, Figure 2-3, etc., for figures in chapter 2.)
Tables	Follow the application specified for figures.

NPA5–462

*Avoid subparagraphs at this level, if possible.

Figure 5–1. Organizational elements.

Exercises (433):

1. Why should you make sure that the official who must approve the publication agrees that it is essential?

2. Why is it a good idea to review your organization's 0-series index prior to development of a publication?

3. With whom should you discuss your publication if the material you have gathered is extensive or is difficult to organize or write?

4. If functional distribution requirements must be established for your publication, what action should you take?

5. If your publication will introduce or revise a form, what form must you fill out?

6. After you have gathered the material for a publication, what action would you take?

434. Cite the general and specific requirements for the contents of Air Force publications.

General Requirements for Contents. Before any publication is approved for issuance it must be:

- Necessary to the efficient administration and operation of the Air Force.
- Written in good taste.
- Current.
- Consistent with Air Force doctrine, existing law, and with National, Department of Defense, and Air Force policies.
- Applicable only to personnel within or under the jurisdiction of the issuing headquarters.
- Readable, effective, and economical.
- Directed to a specific audience.
- Coordinated with all offices with technical or administrative interest.

In addition to these requirements, any proposed Air Force publication must:

- NOT duplicate or conflict with any other publication.
- NOT contain controversial material.
- NOT include any advertisements or indorsements, or show favors to any product or service.

Specific Requirements for Contents. Now we'll get down to the more specific requirements for the contents of Air Force publications. The language must be sex-neutral. You must have written permission to use copyrighted material. A publication may not impose overly restrictive administrative requirements. It must not duplicate or overlap other publications. In developing publications you must consider the effects of the Privacy Act of 1974. And, you must use abbreviations and references properly.

Avoid sex distinction in your publications, especially the use of male-oriented job titles. Use gender-related pronouns only when the text must distinguish between male and female. Substitute interchangeable or neutral words for pronouns or other gender-related references that may appear to be discriminating.

Don't use gag names or flippant terms for persons, bases, or offices. Be sure that all the information or examples you give are correct.

Get a release from the owner to use any copyrighted material in your publication. AFR 110-8, *Inventions, Patents, Copyright, and Trademarks,* tells how to get this release.

A publication should contain no requirements that detract from a person's professional standing. Your publication should not be overly restrictive in the delegation of authority. Consider, too, the impact your publication will have on its total Air Force audience. Don't require senior grade personnel to do work that persons of lesser rank could handle without compromising responsibility. If your publication states the commander will be responsible for something, or will take a certain action or exercise a specified authority, state also that the commander may delegate these responsibilities unless, of course, there is some overriding legal reason why he or she can't. If there is such a reason, your publication should clearly state it.

Be aware, also, of the hardships your publication may place on certain units or areas under your jurisdiction. Requirements imposed on large activities may be fully appropriate. However, the same requirements may cause problems for smaller units or geographically separated units that cannot fully comply with your directions.

Your publication should not unnecessarily duplicate or overlap information that may be found in another Air Force publication. Refer the reader, instead, to the other publication. For example, we earlier referred you to AFR 110-8 for information on copyright releases. Too many such references, however, may disrupt the continuity of your publication, so you may restate a few sentences or words from other publications. Don't try to develop a publication that is composed primarily of extracts, paraphrases, or restatements, unless it is to be issued in support of formal Air Force training courses. Your CDC is an example of this type of publication.

Each Air Force publication that includes a requirement to maintain, collect, use or pass out records subject to the Privacy Act of 1974 must contain a notice advising the individual that "the requester will show, and on request give, the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data, before asking for the information." If your publication is affected by the Privacy Act, you must coordinate it with the Privacy Act Officer and the Staff Judge Advocate on your base.

The rule for using abbreviations in your publication is simple: Spell out the word or phrase the first time you use it. Follow that with the abbreviation in parentheses. Thereafter, use only the abbreviation. As with references, however, don't use too many abbreviations. They tend to destroy continuity and end up confusing the reader.

You often may need to cite other references for additional support or examples. This is perfectly acceptable. In this chapter, for example, we have referenced a number of publications so you could look up additional guidance or get clarification on publication development. This not only helps you to remember the governing directive for our subject, but also keeps us from filling up the CDC with a lot of needless duplication. The same holds true for your publication—you can make your readers aware of other important publications on the subject and at the same time, save yourself a lot of work.

We've said it before, but it bears repeating: Don't use too many references. They can destroy the continuity of your publication. Unless it is obvious, tell your reader why he or she needs the publication you reference—make sure the references you use are specific and clear.

Exercises (434):

1. List at least 5 of the 11 general requirements for the contents of standard publications.

2. Under limited authority, an Air Force publication may contain language or illustrations that could possibly bring discredit upon the Air Force. True or False.

3. Under what specific circumstances could you use jokes or gag names for persons?

4. Copyright material may be used without permission for training purposes. True or False.

5. What is the policy on imposing overly restrictive administrative requirements?

6. What is the rule for using abbreviations?

5-4. Publication Formats

If your office is the OPR for a base or group publication, you may be required to write or get involved with operating instructions (OIs) and local regulations. Your best bet for help in developing these types of publications are examples of current regulations or OIs, AFR 5-8, and your local publications manager. In this section, we get you started by covering the requirements for formatting a publication. Although personnel in the publications management office usually format the publications, knowing how it is done definitely will help you produce a better organized manuscript.

435. State the requirements for formatting a standard publication, and choose between the types.

Double-Column Format. This format is prescribed for standard publications (used in all departmental publications and many field publications). The text is flush left in each column with justified (even) right margins. The chapter and main paragraph titles are set in bold-face type. Figure 5-2 is an example of a double-column format publication.

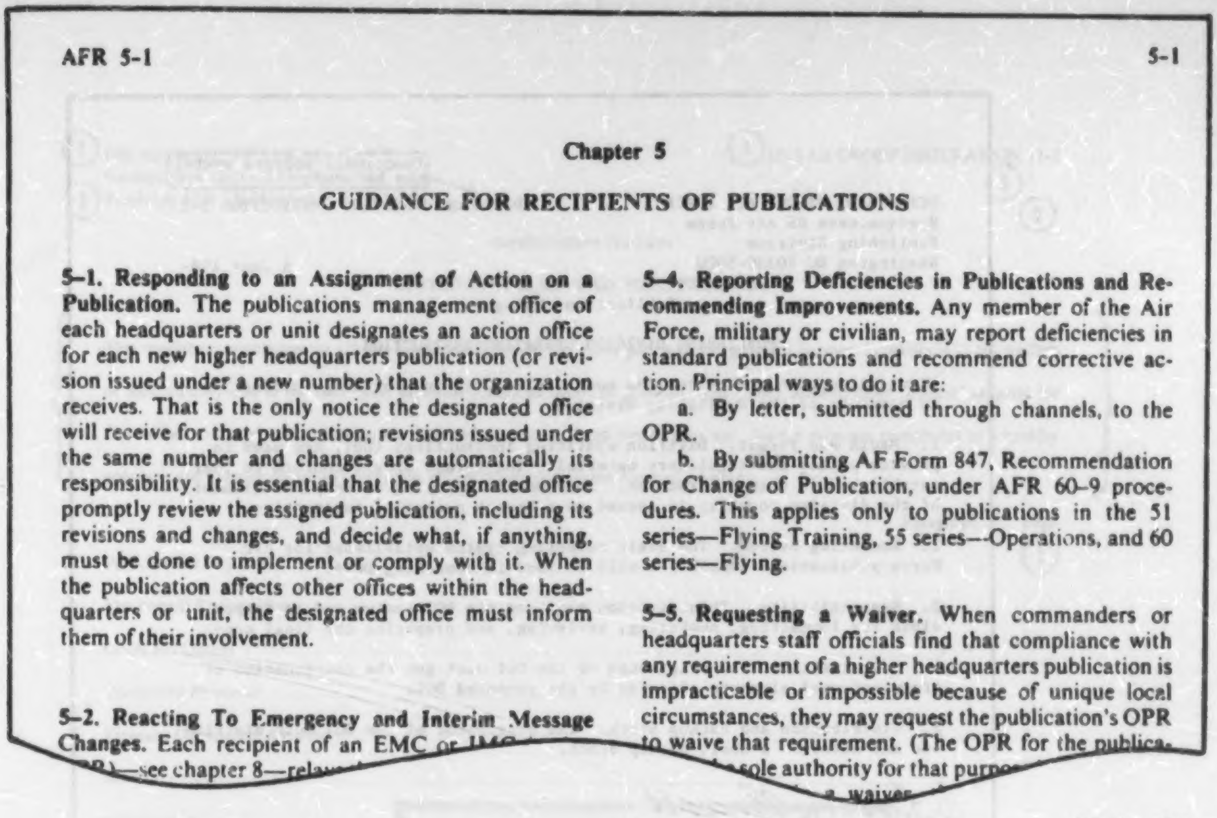
Text Flush Left. This format extends the typed area across the full width of the page. It is ordinarily used for publications prepared by typewriter or automated word processing equipment. Depending on the capability of the composing equipment, boldface type may be used for chapter and main paragraph titles and the right margin may be justified. Each chapter, section, and main paragraph title may be set entirely in uppercase letters if the publication is composed on a typewriter. For main paragraphs, an alternative is to capitalize the first letter of each word, except articles, short prepositions and conjunctions, and all verb forms. Another alternative is to underscore all titles. Once you decide upon an alternative, all publications in your headquarters or unit must conform to that standard. Figure 5-3 is an example of a publication that uses the text flush left format.

Special Formats. If using a standard format would delay issuance or increase cost, or if that format is not suitable for the information being published, the Chief, Base Administration, may authorize another format.

Exercises (435):

1. What is the normal alternative to the double-column format?

2. When, and by whose authority, can you use a special format in your publication?



AFR 5-1

5-1

Chapter 5

GUIDANCE FOR RECIPIENTS OF PUBLICATIONS

5–1. Responding to an Assignment of Action on a Publication. The publications management office of each headquarters or unit designates an action office for each new higher headquarters publication (or revision issued under a new number) that the organization receives. That is the only notice the designated office will receive for that publication; revisions issued under the same number and changes are automatically its responsibility. It is essential that the designated office promptly review the assigned publication, including its revisions and changes, and decide what, if anything, must be done to implement or comply with it. When the publication affects other offices within the headquarters or unit, the designated office must inform them of their involvement.

5–2. Reacting To Emergency and Interim Message Changes. Each recipient of an EMC or IMC

—see chapter 8—relay

5–4. Reporting Deficiencies in Publications and Recommending Improvements. Any member of the Air Force, military or civilian, may report deficiencies in standard publications and recommend corrective action. Principal ways to do it are:

a. By letter, submitted through channels, to the OPR.

b. By submitting AF Form 847, Recommendation for Change of Publication, under AFR 60–9 procedures. This applies only to publications in the 51 series—Flying Training, 55 series—Operations, and 60 series—Flying.

5–5. Requesting a Waiver. When commanders or headquarters staff officials find that compliance with any requirement of a higher headquarters publication is impracticable or impossible because of unique local circumstances, they may request the publication's OPR to waive that requirement. (The OPR for the publica-

sole authority for that purpo

a waiver

NPA5–467

Figure 5–2. Double-column format for standard publications.

5-5. Title Page and Signature Page Requirements

Every publication, regardless of format, has a title page and a signature page. The title page contains the publication heading and the specific title. It identifies the general subject and includes title page footnotes. Some publications are so long and detailed that they require a table of contents, which becomes a part of the title page as well.

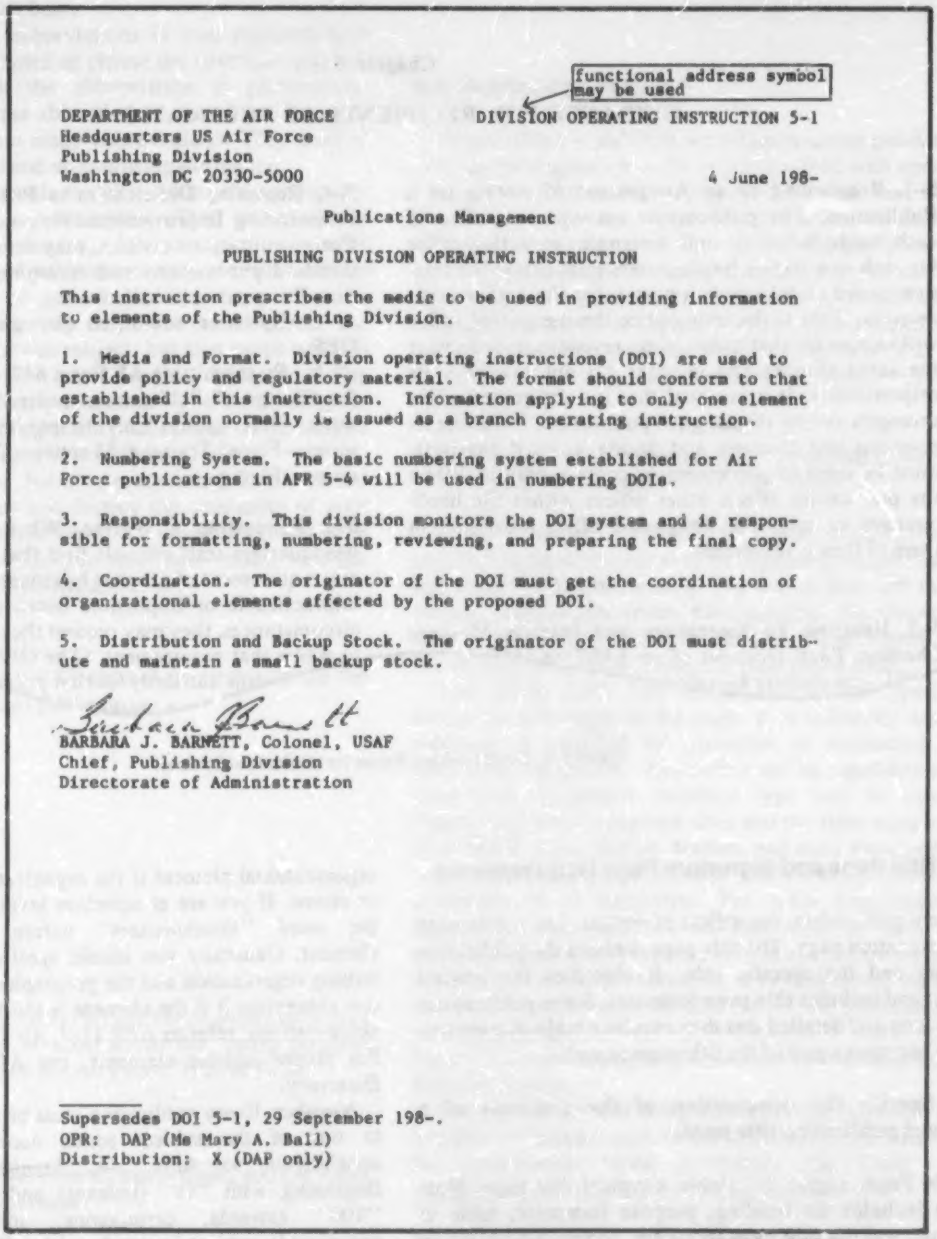
436. Specify the composition of the elements of a standard publication title page.

Title Page. Figure 5-4 shows a typical title page. Note that it includes the heading, purpose statement, table of contents, and the title page footnotes. Figure 5-5 shows an example of an operating instruction title page.

Heading. The heading at the top of the title page identifies the issuing activity and organization, and gives the publication number and the date. The issuing activity and organization may not be the same. Specifically, the words "DEPARTMENT OF THE AIR FORCE" are used for the first line (left side) of all regulations, manuals, pamphlets, and OIs. The issuing organization and the address are shown along with the command, if below MAJCOM level. Use the word "Headquarters" before the organizational element if the organization is at group level or above. If you are at squadron level, you would not use the word "Headquarters" before the organizational element. Generally you should spell out the name of the issuing organization and the geographical location, but you can abbreviate it if the element is too long. For the correct abbreviations, refer to AFR 11-2, *Air Force Abbreviations*. For proper address elements, use AFR 10-4, *Air Force Directory*.

Number. Every publication must be numbered according to one of the subject series numbers listed in the attachments to AFR 5-4, *Numbering Publications*. Beginning with "O" (indexes) and ending with series "900" (awards, ceremonies, and honors), every conceivable subject is listed and briefly described. Figure 5-6 shows a portion of this list. To find the subject series number for your publication, simply scan the list until you find the subject that best describes what your publication is about.

Effective date. Ordinarily the effective date of a publication is the one shown below the publications number in the heading. Since the publications management office inserts this date during its final processing of the manuscript, normally you would not bother with it. However, if the policies or procedures the manuscript



functional address symbol may be used

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Publishing Division
Washington DC 20330-5000

DIVISION OPERATING INSTRUCTION 5-1

4 June 198-

Publications Management

PUBLISHING DIVISION OPERATING INSTRUCTION

This instruction prescribes the media to be used in providing information to elements of the Publishing Division.

1. Media and Format. Division operating instructions (DOI) are used to provide policy and regulatory material. The format should conform to that established in this instruction. Information applying to only one element of the division normally is issued as a branch operating instruction.

2. Numbering System. The basic numbering system established for Air Force publications in AFR 5-4 will be used in numbering DOIs.

3. Responsibility. This division monitors the DOI system and is responsible for formatting, numbering, reviewing, and preparing the final copy.

4. Coordination. The originator of the DOI must get the coordination of organizational elements affected by the proposed DOI.

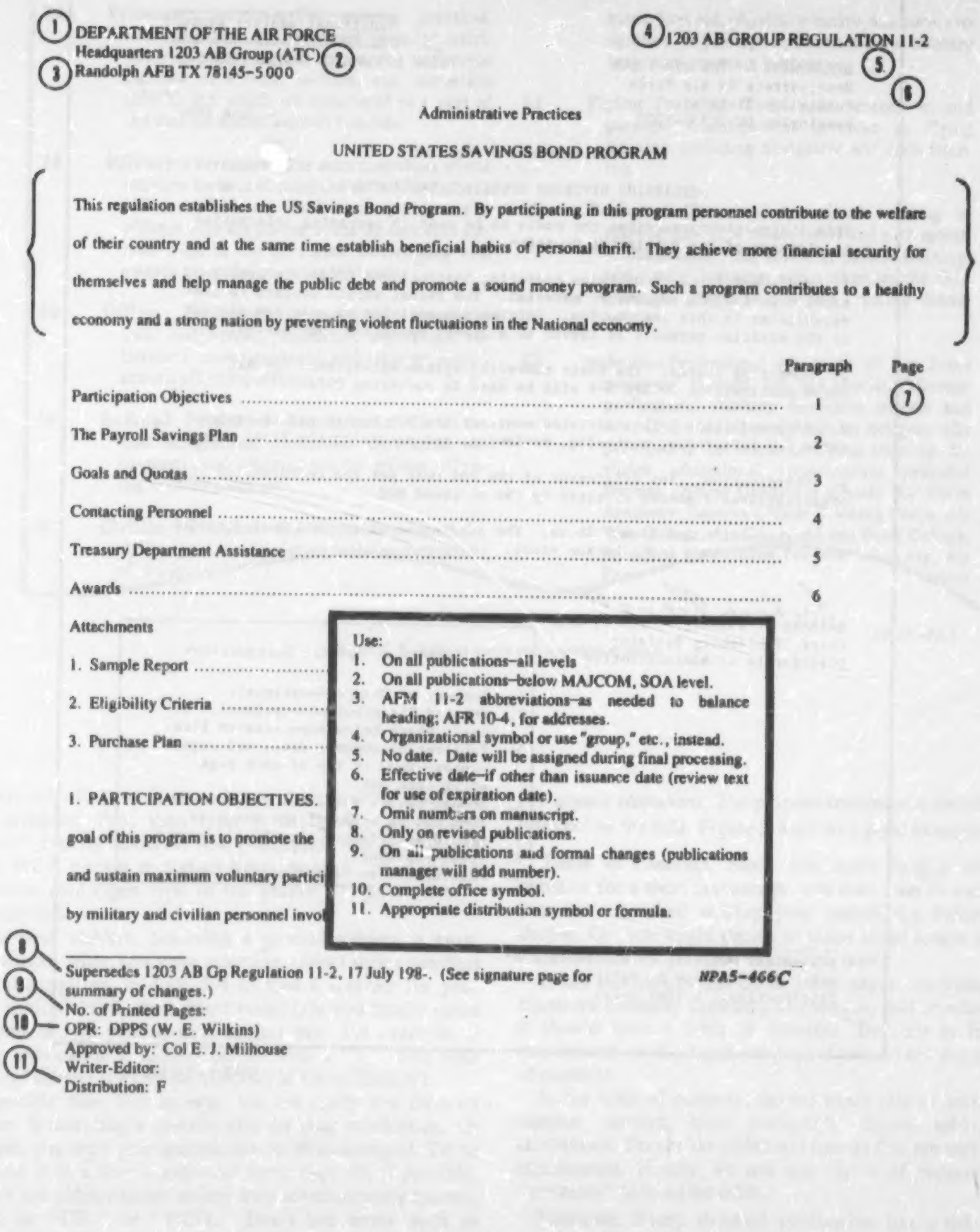
5. Distribution and Backup Stock. The originator of the DOI must distribute and maintain a small backup stock.

Barbara Barnett
BARBARA J. BARNETT, Colonel, USAF
Chief, Publishing Division
Directorate of Administration

Supersedes DOI 5-1, 29 September 198-.
OPR: DAP (Ms Mary A. Ball)
Distribution: X (DAP only)

NPA5-460B

Figure 5-3. Sample operating instruction.



① DEPARTMENT OF THE AIR FORCE
Headquarters 1203 AB Group (ATC) ②
③ Randolph AFB TX 78145-5000

④ 1203 AB GROUP REGULATION 11-2
⑤
⑥

Administrative Practices

UNITED STATES SAVINGS BOND PROGRAM

This regulation establishes the US Savings Bond Program. By participating in this program personnel contribute to the welfare of their country and at the same time establish beneficial habits of personal thrift. They achieve more financial security for themselves and help manage the public debt and promote a sound money program. Such a program contributes to a healthy economy and a strong nation by preventing violent fluctuations in the National economy.

	Paragraph	Page
Participation Objectives	1	⑦
The Payroll Savings Plan	2	
Goals and Quotas	3	
Contacting Personnel	4	
Treasury Department Assistance	5	
Awards	6	

Attachments

1. Sample Report
2. Eligibility Criteria
3. Purchase Plan

1. PARTICIPATION OBJECTIVES.
goal of this program is to promote the
and sustain maximum voluntary partici
by military and civilian personnel invol

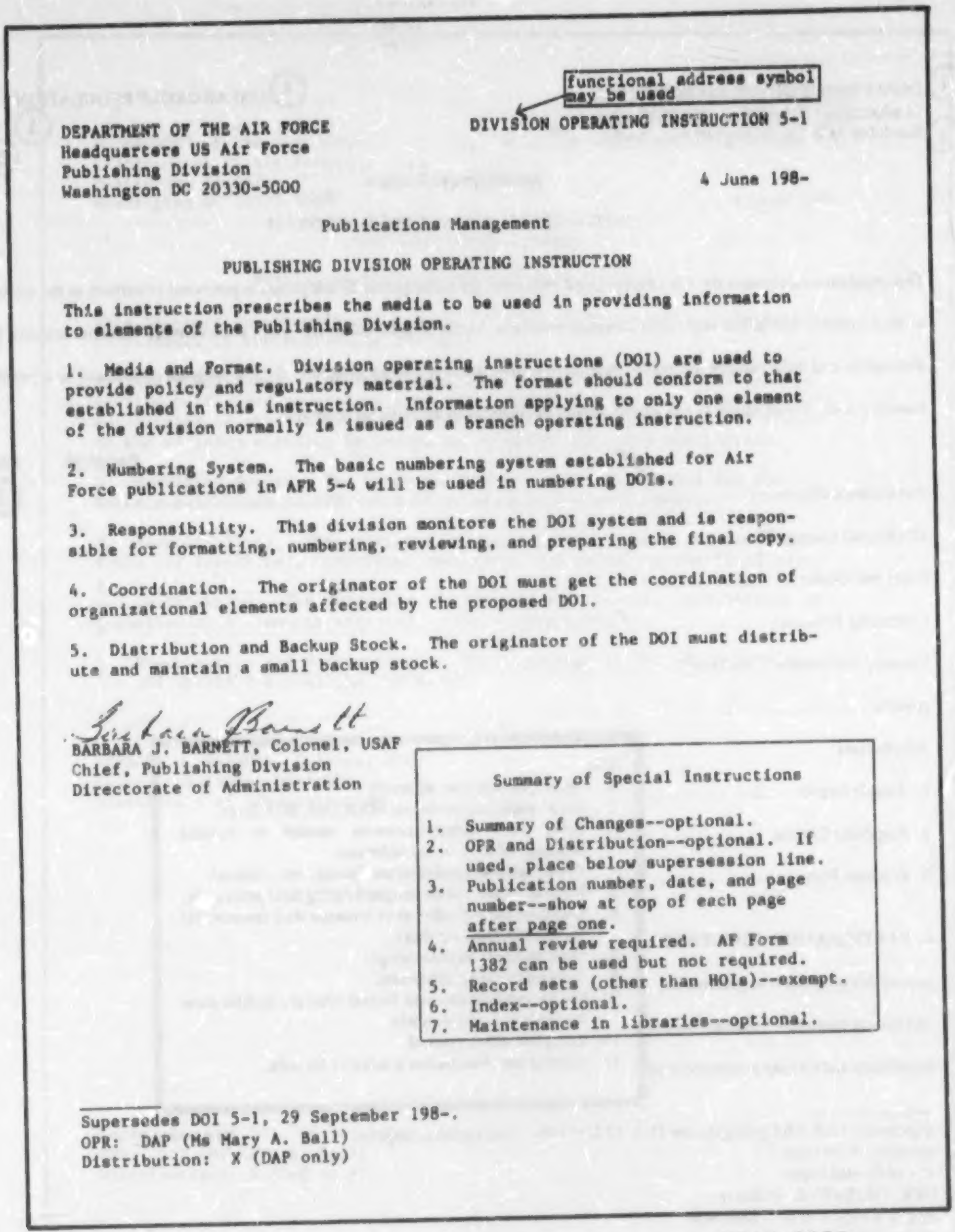
Use:
1. On all publications–all levels
2. On all publications–below MAJCOM, SOA level.
3. AFM 11-2 abbreviations–as needed to balance heading; AFR 10-4, for addresses.
4. Organizational symbol or use "group," etc., instead.
5. No date. Date will be assigned during final processing.
6. Effective date–if other than issuance date (review text for use of expiration date).
7. Omit numbers on manuscript.
8. Only on revised publications.
9. On all publications and formal changes (publications manager will add number).
10. Complete office symbol.
11. Appropriate distribution symbol or formula.

---

⑧ Supersedes 1203 AB Gp Regulation 11-2, 17 July 198-. (See signature page for summary of changes.)
⑨ No. of Printed Pages:
⑩ OPR: DPPS (W. E. Wilkins)
Approved by: Col E. J. Milhouse
⑪ Writer-Editor:
Distribution: F

HPA5-466C

Figure 5-4. Sample title page.



functional address symbol may be used

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Publishing Division
Washington DC 20330-5000

DIVISION OPERATING INSTRUCTION 5-1

4 June 198-

Publications Management

PUBLISHING DIVISION OPERATING INSTRUCTION

This instruction prescribes the media to be used in providing information to elements of the Publishing Division.

1. Media and Format. Division operating instructions (DOI) are used to provide policy and regulatory material. The format should conform to that established in this instruction. Information applying to only one element of the division normally is issued as a branch operating instruction.

2. Numbering System. The basic numbering system established for Air Force publications in AFR 5-4 will be used in numbering DOIs.

3. Responsibility. This division monitors the DOI system and is responsible for formatting, numbering, reviewing, and preparing the final copy.

4. Coordination. The originator of the DOI must get the coordination of organizational elements affected by the proposed DOI.

5. Distribution and Backup Stock. The originator of the DOI must distribute and maintain a small backup stock.

Barbara Barnett
BARBARA J. BARNETT, Colonel, USAF
Chief, Publishing Division
Directorate of Administration

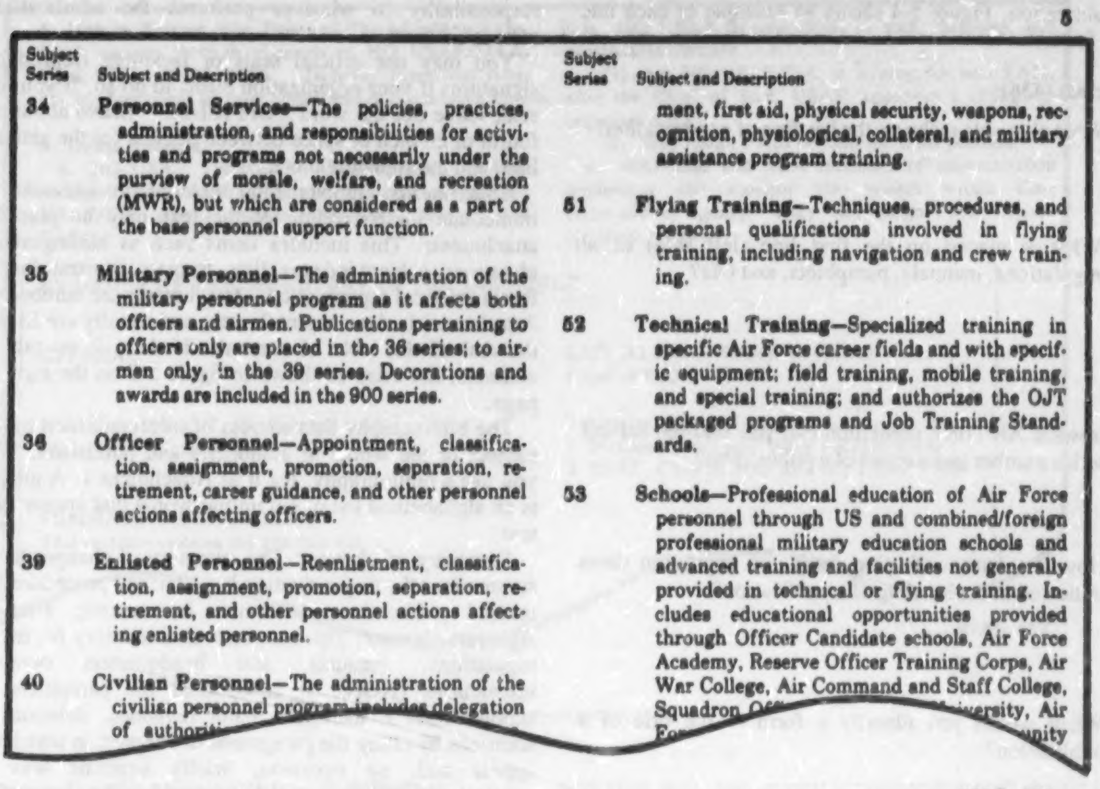
Summary of Special Instructions

1. Summary of Changes--optional.
2. OPR and Distribution--optional. If used, place below supersession line.
3. Publication number, date, and page number--show at top of each page after page one.
4. Annual review required. AF Form 1382 can be used but not required.
5. Record sets (other than HOIs)--exempt.
6. Index--optional.
7. Maintenance in libraries--optional.

Supersedes DOI 5-1, 29 September 198-.
OPR: DAP (Ms Mary A. Ball)
Distribution: X (DAP only)

NPA5-105C

Figure 5-5. Sample title page of operating instruction.



5

Subject Series	Subject and Description
34	**Personnel Services**—The policies, practices, administration, and responsibilities for activities and programs not necessarily under the purview of morale, welfare, and recreation (MWR), but which are considered as a part of the base personnel support function.
35	**Military Personnel**—The administration of the military personnel program as it affects both officers and airmen. Publications pertaining to officers only are placed in the 36 series; to airmen only, in the 39 series. Decorations and awards are included in the 900 series.
36	**Officer Personnel**—Appointment, classification, assignment, promotion, separation, retirement, career guidance, and other personnel actions affecting officers.
39	**Enlisted Personnel**—Reenlistment, classification, assignment, promotion, separation, retirement, and other personnel actions affecting enlisted personnel.
40	**Civilian Personnel**—The administration of the civilian personnel program includes delegation of authori

Subject Series	Subject and Description
	ment, first aid, physical security, weapons, recognition, physiological, collateral, and military assistance program training.
51	**Flying Training**—Techniques, procedures, and personal qualifications involved in flying training, including navigation and crew training.
52	**Technical Training**—Specialized training in specific Air Force career fields and with specific equipment; field training, mobile training, and special training; and authorizes the OJT packaged programs and Job Training Standards.
53	**Schools**—Professional education of Air Force personnel through US and combined/foreign professional military education schools and advanced training and facilities not generally provided in technical or flying training. Includes educational opportunities provided through Officer Candidate schools, Air Force Academy, Reserve Officer Training Corps, Air War College, Air Command and Staff College, Squadron Of iversity, Air Fo unity

NPA5-463

Figure 5-6. Subject series and description guide.

covers are effective at some future date, leave a space for the issuance date, then type in the phrase "Effective (date)" directly below. If your publication will be effective only for a certain period of time, leave a space for the issuance date, then type in the phrase "Expires (date)" directly below.

General subject. Selecting a general subject is easy. Remember when you were scanning subject series numbers and descriptions in AFR 5-4 to find a number for your publication? Well, the subject series title you finally came up with is also your general subject title. For example, if your publication's number begins with a "5," then your general subject is PUBLICATIONS MANAGEMENT.

Specific title. Not as easy, but not really that difficult either, is selecting a specific title for your publication. Of course, you want your specific title to be meaningful. Try to express it in a few words—not more than 10, if possible. Don't use abbreviations unless they are commonly known, such as "US," or "NCO." Don't use terms such as "manual," "handbook," or "book" in your title unless they are necessary to its meaning. If your main purpose is to establish a form or a report, then identify the form or report in the title—for example, "Preparation and Use of AF Form 96, Passenger Manifest."

Purpose statement. The purpose statement is located two lines below the title. Figure 5-4 shows a good example.

Table of contents. Since you don't need a table of contents for a short manuscript, you may want to wait until you have finished writing your manuscript before you decide. Or, you might decide to guess at the length and go ahead and develop a table of contents now.

If the manuscript has 20 or more pages, excluding the signature element, summary of changes, and attachments, it should have a table of contents. Be sure to list the attachments on the signature page if you do not use a table of contents.

In the table of contents, list the exact title of each part, chapter, section, main paragraph, figure, table, and attachment. Do not list tables and figures that are part of the attachments. Finally, do not use "table of contents" or "contents" to head the table.

Footnote. Every standard publication has a title page footnote at the bottom of the first page. It gives supersession information; tells you the number of printed pages the publication has; gives the office of primary responsibility (OPR); tells the reader who approved, wrote, and edited the material; and gives the distribution symbol of the publication. Figure 5-4 shows an example of each line in the footnote.

Exercises (436):

1. **What elements make up the heading of a publication?**

2. **What is placed on the first line (left side) of all regulations, manuals, pamphlets, and OIs?**

3. **In what Air Force regulation can you find the subject series number and subject of a publication?**

4. **How are future effective dates and expiration dates indicated in the heading of a publication?**

5. **When would you identify a form in the title of a publication?**

6. **What is the page limitation for developing a table of contents for a publication?**

7. **What is the title page footnote of a publication? What information does it give?**

437. Specify the composition of the elements of the signature page and attachment portion of a publication.

Signature Page. The signature page (in brackets in fig. 5-7) includes the authority line (if required), signature element(s), attachments (if there is no table of contents), and the summary of changes (if the publication is a revision of an existing publication).

Authority line. Type the authority line in uppercase letters flush with the left margin, two spaces below the last line of the text. The authority line should read: FOR THE COMMANDER unless the head of the organization has another title.

Signature element. Publications are signed (authenticated) by either the commander or the unit administration officer. The unit commander may assign this responsibility to whoever performs the administration officer's duties.

You may use official seals or facsimile (reproduced) signatures if your organization elects to do so. If you use a seal, leave out the word "OFFICIAL." Leave about one-fourth of an inch of space between the text (or the authority line) and the signature block.

Attachments. Supplemental material not necessary for immediate understanding of the text may be placed in attachments. This includes items such as bibliographies, glossaries, subject indexes, lists, formats, illustrations, and forms for local reproduction. Attachments are numbered as Attachment 1, Attachment 2, etc., and usually are listed at the end of the table of contents. If there is no table of contents, list them as shown in figure 5-7 on the signature page.

The bibliography lists sources of information on a given subject or the works of authorities and publishers. When you use a bibliography, list it as Attachment 1. A glossary is an alphabetical list of unfamiliar words that appear in the text.

Summary of changes. The summary of changes briefly summarizes the major changes in policies or procedures of a revised publication. It comes immediately after the signature element. This statement is mandatory for revised regulations, manuals, and headquarters operating instructions (HOIs). It is optional for pamphlets and supplements. It identifies major revisions, deletions, or additions by citing the paragraphs or chapters in which they appear and, on occasion, briefly explains why the publication was revised. It is a valuable aid to people who are familiar with the superseded publication and want only to know what has changed.

Exercises (437):

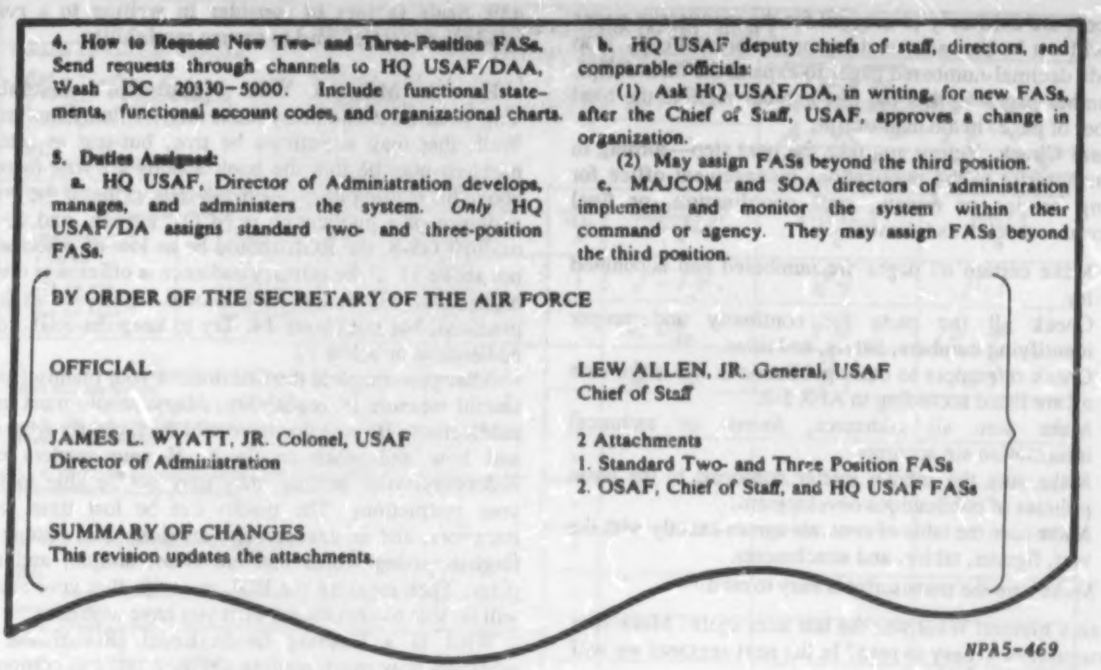
1. **What elements make up the signature page of a publication?**

2. **Who is responsible for authenticating publications?**

3. **What are the requirements for placing an official seal on the signature page?**

4. **What is included in the attachments? Where are they usually listed?**

5. **What is a summary of changes?**



4. How to Request New Two- and Three-Position FASs. Send requests through channels to HQ USAF/DAA, Wash DC 20330-5000. Include functional statements, functional account codes, and organizational charts.

5. Duties Assigned:

a. HQ USAF, Director of Administration develops, manages, and administers the system. *Only* HQ USAF/DA assigns standard two- and three-position FASs.

b. HQ USAF deputy chiefs of staff, directors, and comparable officials:

(1) Ask HQ USAF/DA, in writing, for new FASs, after the Chief of Staff, USAF, approves a change in organization.

(2) May assign FASs beyond the third position.

c. MAJCOM and SOA directors of administration implement and monitor the system within their command or agency. They may assign FASs beyond the third position.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JAMES L. WYATT, JR. Colonel, USAF
Director of Administration

LEW ALLEN, JR. General, USAF
Chief of Staff

2 Attachments
1. Standard Two- and Three Position FASs
2. OSAF, Chief of Staff, and HQ USAF FASs

SUMMARY OF CHANGES
This revision updates the attachments.

NPA5-469

Figure 5-7. Sample signature page.

5-6. Preparing the Manuscript for Publication

So far, you have studied preparation policies, responsibilities, and how to plan and organize text formats. There is still more to come. As you learn this material and it becomes second nature to you, you will be able to write better publications. By now you should know the subject and content requirements of the publication. If you've been good, you have gathered the materials, done the research, and followed the policies and format procedures for developing your project. Now you have to sit down and organize, outline, write, and rewrite, until you have a quality draft of the final product. Then you will need to put it in some type of final format, following the guidelines in AFR 5-8.

438. Cite the procedures for developing a publication manuscript in final format.

The Manuscript. Your task at this point is to produce a working manuscript—a clear copy that is well illustrated; that contains accurate internal and external references; and that you regard as ready for editing, coordination, and final approval. Review and revise the draft as many times as necessary. Always strive for accuracy, clarity, brevity, and cohesiveness. Study the special requirements for the type of publication you are developing to determine whether it should be a regulation, OI, or a supplement, or ask your publications manager for guidance. When you are satisfied with your draft, you or your administrative staff should type it in final form. Make at least three copies. (If you need more than five copies for coordination, have it reproduced. To save paper, have it printed on both sides of the page.)

Illustrations. Your talents in developing and using illustrations can really increase the quality of a publication. However, you need to consider many things before you decide to use illustrations in your work. Will they be functional and not just nice to have? Will they fit well into the text, and can they do what you want them to do? Can they be displayed so that they easily communicate their content to the reader?

Illustrations should help the reader better understand what you have said in the text. If an illustration is too complicated, it may hinder your message and confuse the reader. Should this happen, you can bet interest in your publication will fade fast.

Be sure to indicate in the manuscript where each illustration is to appear by allowing at least a 1-inch space above and below the figure (or table) number and caption. Insert a sheet of paper that gives similar identification for an attachment or if the illustration is a full page. You should package illustrations separately from the manuscript. Caption and arrange them in the order they appear in the manuscript. Send them with the manuscript to the publications management office.

Manuscript Page Numbering. After you complete the manuscript, number each page (in pencil) consecutively with an Arabic number in the lower right corner. (The page numbers are used only to account for the manuscript pages and will not be the same as those on the printed copy.) Do not add decimal-numbered pages to expand the manuscript. Renumber pages so that the last number reflects the total number of pages in the manuscript.

Final Check. Before you take the next step—turning in the manuscript to the publications management office for writing service or review, staff coordination, or final approval—check it as follows:

- Make certain all pages are numbered and accounted for.
- Check all the parts for continuity and proper identifying numbers, letters, and titles.
- Check references to other publications and make sure all are listed according to AFR 5-8.
- Make sure all addresses, forms, or technical information are accurate.
- Make sure the subject matter conforms to the basic policies of publications development.
- Make sure the table of contents agrees exactly with the text, figures, tables, and attachments.
- Make sure the manuscript is easy to read.

Wait a minute! What was the last item again? Make sure the manuscript is easy to read? In the next segment we will cover that subject in depth.

Exercises (438):

1. Normally, how many copies of the manuscript do you make?

2. How do you show placement of an illustration?

3. How do you number the pages of a publication manuscript?

4. What items should you check before you submit the manuscript to the publications management office?

439. State factors to consider in writing to a reading grade level (RGL) and to assure readability.

How to Measure Your Manuscript's Readability. You've heard it said many times that, "Johnny can't read." Well, that may sometimes be true, but just as often the problem may be that the book Johnny's trying to read is above his reading level. AFR 5-8 tells us that if the primary audience of a publication is NCOs, airmen, and civilians through GS-8, the RGL should be as low as practical, but not above 11. If the primary audience is officers or civilians higher than GS-8, the RGL should, again, be as low as practical, but not above 14. Try to keep the RGL for this audience at or below 12.

After you complete the first draft of your manuscript, you should measure its readability. Many people must use the publication. Be sure you have told them clearly what to do, and how and when to do it. If your readers cannot understand your writing, they may not be able to follow your instructions. The results can be lost time, wasted resources, and an unsuccessful mission. So, write in plain English, using words that are clear, simple, and to the point. Then measure the RGL to verify that your audience will be able to understand what you have written.

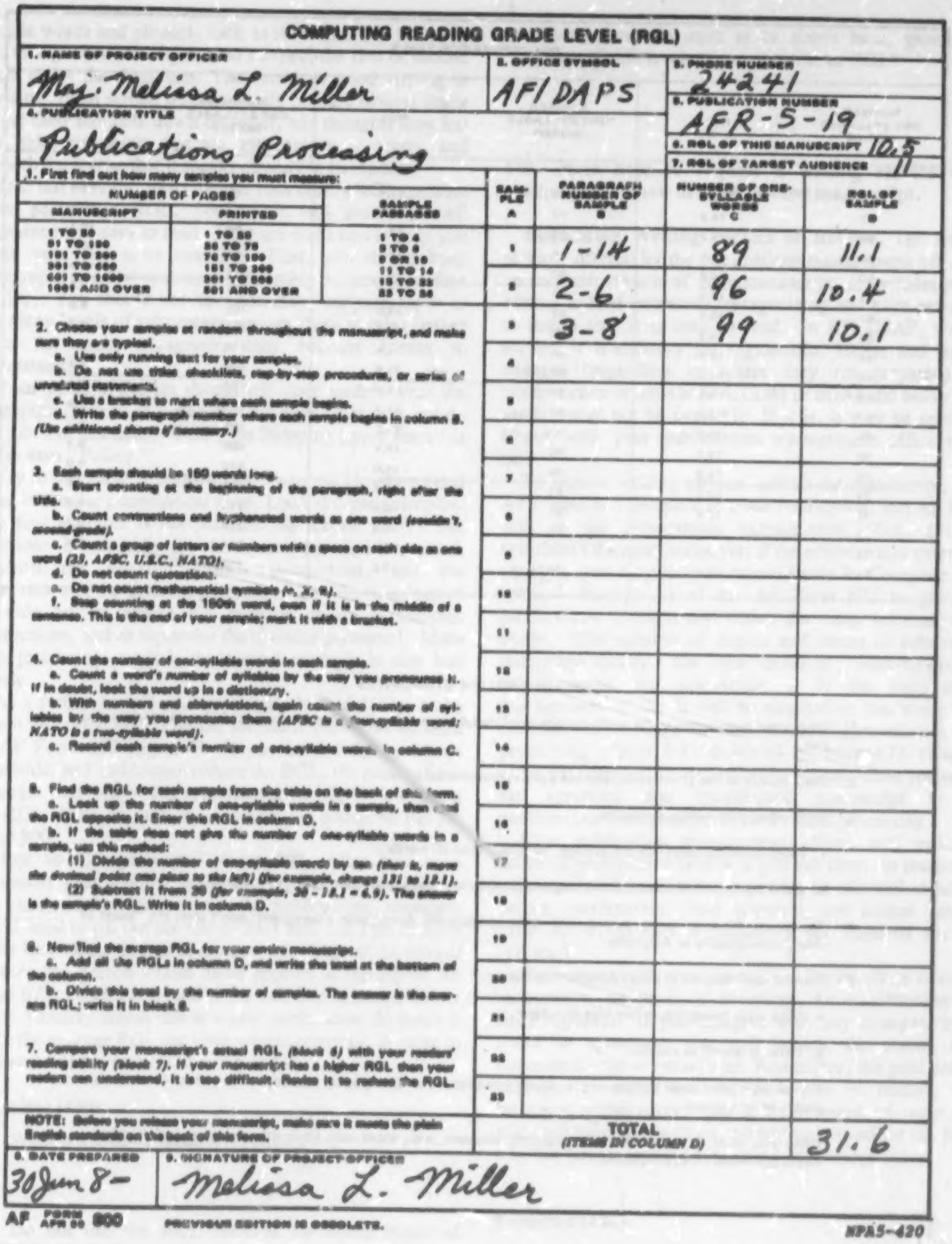
What is a Reading Grade Level (RGL)? An RGL measures how much reading ability it takes to comprehend written material. We express the RGL in years of education. For example, if a publication's RGL is 11, that means the average person who has finished the 11th grade should be able to comprehend it. Some 11th graders may read better, but others may not read as well. People with higher educational levels do tend to have higher RGLs, but the two do not always coincide. For example, some high school graduates—12th grade in educational level—can comprehend material written only at lower reading grade levels.

How to Measure Readability. Read the instructions for measuring RGL in Figure 5-8 and 5-9, AF Form 800, Computing Reading Grade Level. You must complete AF Form 800 if you are at or above base or group level. This form is optional for organizations below these levels, since their publications are issued for a limited audience and are usually simple and brief.

You don't have to measure RGL for changes, supplements, and most OIs (do measure RGL for HOIs), but make sure they are written in plain English. Do not use the RGL formula unless a manuscript has at least one 150-word sample passage of text. If you don't measure RGL, state why in the remarks section of AF Form 673, Request for Issuance of Publication.

Figure the RGL on a copy—not the original—of your manuscript. As you measure a passage, write the data in columns B, C, and D of the AF Form 800. Your publications manager will verify your work. He or she may elect to measure other passages of the text. If the RGL you got is not typical, the publications manager may return the manuscript and ask you to rewrite it.

How to Lower RGL. What if the RGL for your first draft is too high? Don't panic! Just look for ways to simplify the writing. In other words, reword the draft. Try to make the sentences more straight-forward and concise. Look for



COMPUTING READING GRADE LEVEL (RGL)

1. NAME OF PROJECT OFFICER Maj. Melissa L. Miller	2. OFFICE SYMBOL AF/DAPS	3. PHONE NUMBER 24241
4. PUBLICATION TITLE Publications Processing		5. PUBLICATION NUMBER AFR-5-19
		6. RGL OF THIS MANUSCRIPT 10.5
		7. RGL OF TARGET AUDIENCE 11

1. First find out how many samples you must measure:

NUMBER OF PAGES		SAMPLE PASSAGES
MANUSCRIPT	PRINTED	
1 TO 50	1 TO 25	1 TO 4
51 TO 150	26 TO 75	5 TO 8
151 TO 300	76 TO 150	9 OR 10
301 TO 600	151 TO 300	11 TO 14
601 TO 1000	301 TO 500	15 TO 22
1001 AND OVER	501 AND OVER	23 TO 30

2. Choose your samples at random throughout the manuscript, and make sure they are typical.

a. Use only running text for your samples.

b. Do not use titles, checklists, step-by-step procedures, or series of unrelated statements.

c. Use a bracket to mark where each sample begins.

d. Write the paragraph number where each sample begins in column B. *(Use additional sheets if necessary.)*

3. Each sample should be 150 words long.

a. Start counting at the beginning of the paragraph, right after the title.

b. Count contractions and hyphenated words as one word *(wouldn't, second-grade).*

c. Count a group of letters or numbers with a space on each side as one word *(23, AFSC, U.S.C., NATO).*

d. Do not count quotations.

e. Do not count mathematical symbols *(+, X, %).*

f. Stop counting at the 150th word, even if it is in the middle of a sentence. This is the end of your sample; mark it with a bracket.

4. Count the number of one-syllable words in each sample.

a. Count a word's number of syllables by the way you pronounce it. If in doubt, look the word up in a dictionary.

b. With numbers and abbreviations, again count the number of syllables by the way you pronounce them *(AFSC is a four-syllable word; NATO is a two-syllable word).*

c. Record each sample's number of one-syllable words in column C.

5. Find the RGL for each sample from the table on the back of this form.

a. Look up the number of one-syllable words in a sample, then read the RGL opposite it. Enter this RGL in column D.

b. If the table does not give the number of one-syllable words in a sample, use this method:

(1) Divide the number of one-syllable words by ten *(that is, move the decimal point one place to the left) (for example, change 131 to 13.1).*

(2) Subtract it from 20 *(for example, 20 - 13.1 = 6.9).* The answer is the sample's RGL. Write it in column D.

6. Now find the average RGL for your entire manuscript.

a. Add all the RGLs in column D, and write the total at the bottom of the column.

b. Divide this total by the number of samples. The answer is the average RGL; write it in block 6.

7. Compare your manuscript's actual RGL *(block 6)* with your readers' reading ability *(block 7).* If your manuscript has a higher RGL than your readers can understand, it is too difficult. Revise it to reduce the RGL.

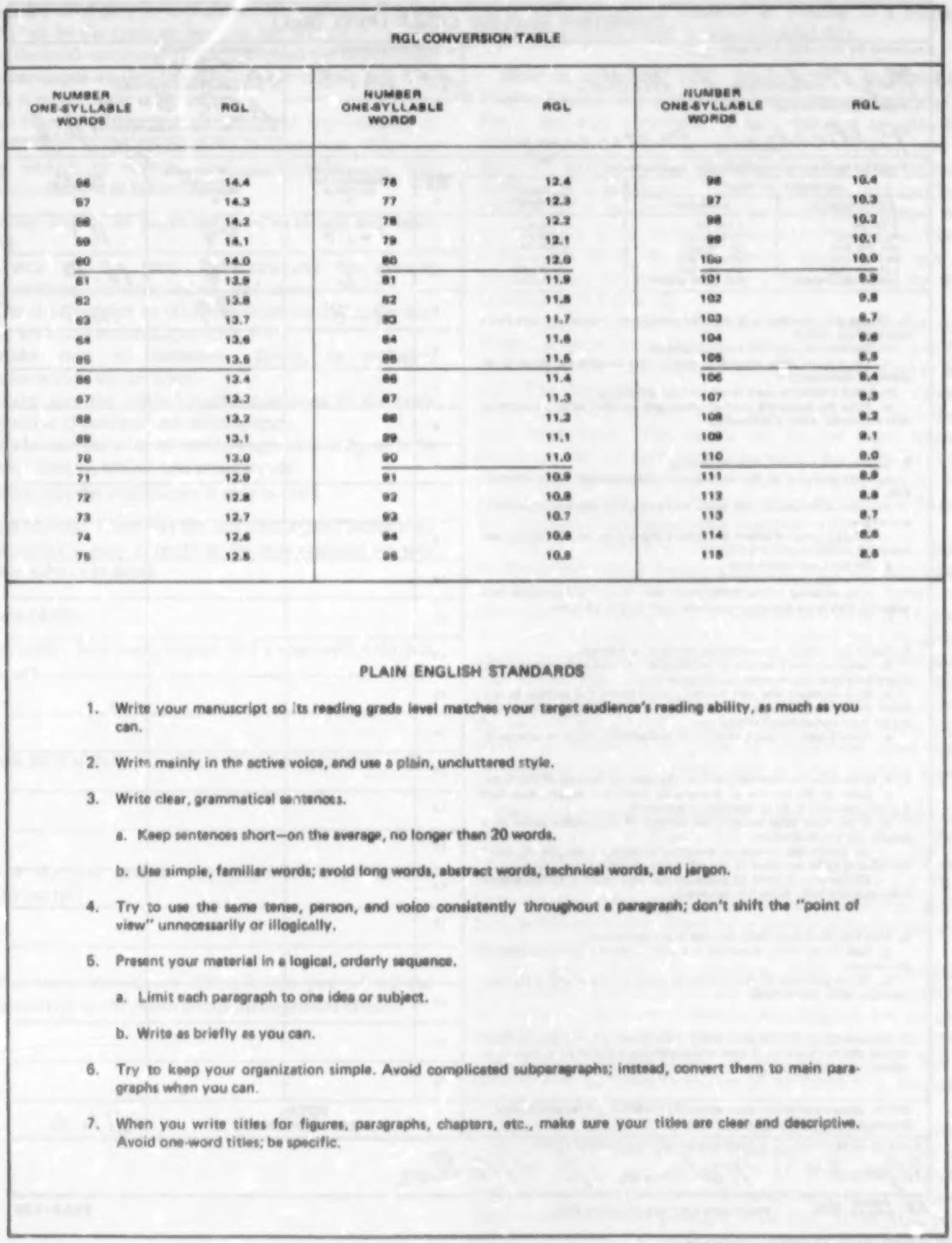
SAMPLE A	PARAGRAPH NUMBER OF SAMPLE B	NUMBER OF ONE-SYLLABLE WORDS C	RGL OF SAMPLE D
1	1-14	89	11.1
2	2-6	96	10.4
3	3-8	99	10.1
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
	TOTAL *(ITEMS IN COLUMN D)*		31.6

NOTE: Before you release your manuscript, make sure it meets the plain English standards on the back of this form.

8. DATE PREPARED 30 Jun 8-	9. SIGNATURE OF PROJECT OFFICER Melissa L. Miller

AF FORM APR 80 800 PREVIOUS EDITION IS OBSOLETE. *NPA5-420*

Figure 5–8. Sample, AF Form 800.



RGL CONVERSION TABLE

NUMBER ONE-SYLLABLE WORDS	RGL	NUMBER ONE-SYLLABLE WORDS	RGL	NUMBER ONE-SYLLABLE WORDS	RGL
56	14.4	76	12.4	96	10.4
57	14.3	77	12.3	97	10.3
58	14.2	78	12.2	98	10.2
59	14.1	79	12.1	99	10.1
60	14.0	80	12.0	100	10.0
61	13.9	81	11.9	101	9.9
62	13.8	82	11.8	102	9.8
63	13.7	83	11.7	103	9.7
64	13.6	84	11.6	104	9.6
65	13.5	85	11.5	105	9.5
66	13.4	86	11.4	106	9.4
67	13.3	87	11.3	107	9.3
68	13.2	88	11.2	108	9.2
69	13.1	89	11.1	109	9.1
70	13.0	90	11.0	110	9.0
71	12.9	91	10.9	111	8.9
72	12.8	92	10.8	112	8.8
73	12.7	93	10.7	113	8.7
74	12.6	94	10.6	114	8.6
75	12.5	95	10.5	115	8.5

PLAIN ENGLISH STANDARDS

1. Write your manuscript so its reading grade level matches your target audience's reading ability, as much as you can.
2. Write mainly in the active voice, and use a plain, uncluttered style.
3. Write clear, grammatical sentences.
   - a. Keep sentences short—on the average, no longer than 20 words.
   - b. Use simple, familiar words; avoid long words, abstract words, technical words, and jargon.
4. Try to use the same tense, person, and voice consistently throughout a paragraph; don't shift the "point of view" unnecessarily or illogically.
5. Present your material in a logical, orderly sequence.
   - a. Limit each paragraph to one idea or subject.
   - b. Write as briefly as you can.
6. Try to keep your organization simple. Avoid complicated subparagraphs; instead, convert them to main paragraphs when you can.
7. When you write titles for figures, paragraphs, chapters, etc., make sure your titles are clear and descriptive. Avoid one-word titles; be specific.

☆U.S. Government Printing Office: [illegible]

NPA5-394

Figure 5-9. Sample, AF Form 800 (reverse side).

simple words and phrases, such as those listed in figure 5-10, to say what you mean. Don't expect the first or second draft to be the final one. The secret to good writing is revising. Even skilled writers usually prepare several drafts to get their thoughts down on paper, add thoughts they left out, take out points that are unnecessary or wordy, and smooth the text so that it speaks directly to its readers.

One last thought. Even though your draft's RGL matches your audience's RGL, your draft still must be well organized and easy to read. Here are some tips to help you make your text more readable. First, you should keep paragraphs to a few sentences (preferably no more than four or five). You should not have too many subparagraphs or too many levels of subparagraphs—as these wander farther from the main paragraph, they become harder to understand.

Your paragraph titles should tell your readers what the paragraph is about at a glance. One-word titles may not do the job. For example, "Policy on Shipping Spare Parts" is better than "Policy."

Try to use parallel construction—express closely related ideas in similar grammatical form. Look at these examples. The first example is not parallel; the second is: (1) The functions of an aide are to advise the division chief, transmit the division chief's instructions, and the supervision of the division personnel. (2) The functions of an aide are to advise the division chief, to transmit instructions, and to supervise the division personnel. More than just being parallel, the second example is also less wordy.

As a further test of your manuscript's readability, make sure it meets the plain English standards shown on the back of AF Form 800 (fig. 5-9). If you have fully met these standards, and still cannot reduce the RGL, the publications manager may waive the requirement for rigidly enforcing the RGL. If so, be sure to document the action on the AF Form 800.

How to Complete AF Form 800. After you have computed your reading grade level passages, and before you can send the manuscript to the publications' manager, you'll need to fill out the rest of the form. Let's go directly to the first block. In this block goes the name of the project officer—the person whose name appears at the top of AF Form 673. Blocks 2, 3, and 4 are self-explanatory. Leave block 5 blank, unless this is a new publication. In block 6 write the average RGL for your sample passages. Be sure to sign and date the form in blocks 8 and 9.

Exercises (439):

1. What is a reading grade level (RGL)?

2. Do not use the RGL formula for which types of publications?

3. How can you reduce a high RGL?

4. What form do units at or above base, groups, or comparable levels use to compute an RGL?

440. State how to request a writing service or a preliminary review of a publication manuscript.

Requesting Writing Service or Review. The writing service, offered by the publications management office, is an in-depth review of your manuscript. It includes major editing and, if necessary, reorganizing and even rewriting to insure that it is easy to read. In HQ USAF, writing service is mandatory for regulations, HOIs, and related changes (regardless of where they are prepared). In headquarters or units at MAJCOM or SOAs and below, this service may not be available. If it is, it may be optional. Check with your publications management office to be sure.

To request writing service, submit the manuscript, with AF Forms 673, Request to Issue Publication, and AF Form 800, to the publications management office. Do not coordinate the manuscript yet. If the editor makes extensive changes, you may have to recoordinate it. Complete only items 1 through 11 of the AF Form 673 to give the publications management office the basic information it needs. (The number of copies and forms to submit are prescribed locally.) The form serves as a working-process record while the manuscript is in the publications management office. It will be returned to you along with the edited manuscript for coordination, approval, and final processing. Figure 5-11 shows an AF Form 673. (Use the same AF Form 673, completed and signed, when you return the approved and coordinated manuscript to the publications management office for final processing.)

Most publication management offices will make an informal preliminary review if you ask them, to insure that your manuscript meets basic writing or editorial standards before coordination, final approval, and formal editing. (The AF Form 673 is ordinarily not required for this service.)

If you agree with changes made in the rewritten or edited manuscript, retype it, if necessary, for coordination and final approval. If you disagree with any changes, try to reach an agreement that will benefit the person most concerned—the eventual user. Remember, the publications manager or editor has the advantage of reading your proposed publication from a fresh point of view. As someone trained in writing and editing, the editor can judge whether your manuscript is getting its message across.

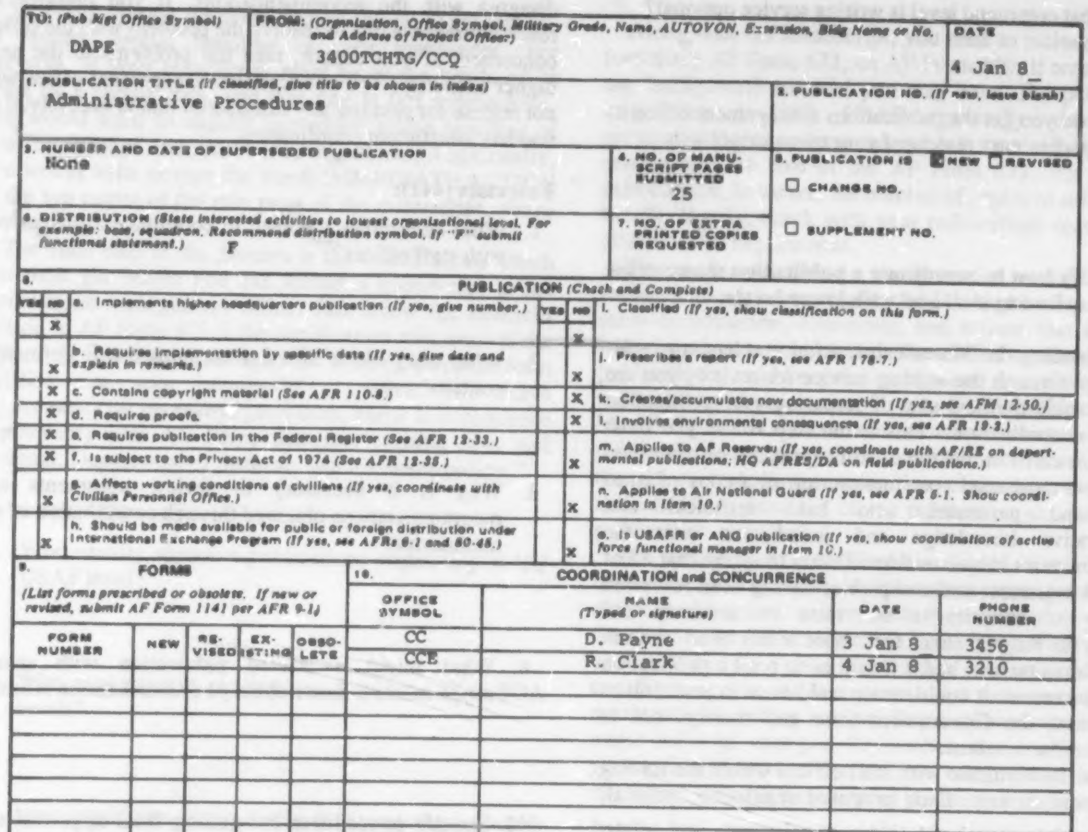
Exercises (440):

1. What form is submitted with your manuscript to the publications management office to request writing service?

Instead of This	Try This
accomplish (a form)	fill out
accomplish	do
actual	real
advise	tell, inform
adjacent to	next to
appropriate	proper; right (or delete it)
ascertain	learn, find out
assist	help, aid
as a means of	to
as prescribed by	under
at the present time	now
by means of	with (by)
capability (has the capability to)	can
combine	join
concerning	about, on
conclude	end, close, etc.
constitute(s)	are (is)
contains a	has
containing	that has, that have, etc.
detailed	more, full
determine	decide, find
develop	make, grow, etc.
echelons	levels
employ	use
ensure	make sure
equitable	fair
establish	set up
evident	clear
evidences	facts
expense	cost, fee, price, etc.
explain	tell, show
final	last
finalize	complete, finish
functions	works
govern	rule
herein, hereinafter	here
identical	same
imminent	near
immediately	promptly, quickly
in conjunction with	with, together
in close proximity	near, nearby
incorporate	merge, join, etc.
implement	carry out
in the event of	if
in regard to	about, concerning
in view of	since
in order that	so that
in addition to	besides, also
indicate	show
initial	first
initiate	begin, start
justify	prove
legislation	law
location	site, scene, place
maintain	keep
majority	most
modify, modification	change
monitor	check
necessitate	cause, need
notify	tell
obtain	get
operate	work
operational	working
outlook	view, sight, etc.
participate	take part
perform	do
permit	let
pertaining to	about
portions	parts
position	place
previous	past
previously	before
prepared	ready
prior to	before
procedures	rules
projected	planned
programmed	planned
provide	give, stock, store, etc.
provide for	care for
provided that	if
reason for	why
reflect	show, say
regarding	on, about
require (are required to)	must
requirement	need
retain	keep
review	check
selection	choice
subject to	may be
subsequent	later, after, next
sufficient	enough
submitted	sent
subsequent, subsequently	next, later, following, then
substantial	large, firm, real, great
the provisions of	(do not use)
terminate	end
the following	this, these
thereof	its, their
until such time as	until
utilize	use
value	cost, worth
whenever	when

NPA5-250

Figure 5-10. List of simple words and phrases.



TO: *(Pub Mgt Office Symbol)* DAPE	FROM: *(Organization, Office Symbol, Military Grade, Name, AUTOVON, Extension, Bldg Name or No. and Address of Project Officer)* 3400TCHTG/CCQ	DATE 4 Jan 8_

1. PUBLICATION TITLE *(If classified, give title to be shown in index)*: Administrative Procedures

2. PUBLICATION NO. *(If new, leave blank)*:

3. NUMBER AND DATE OF SUPERSEDED PUBLICATION: None

4. NO. OF MANUSCRIPT PAGES SUBMITTED: 25

5. PUBLICATION IS ☒ NEW ☐ REVISED ☐ CHANGE NO. ☐ SUPPLEMENT NO.

6. DISTRIBUTION *(State interested activities to lowest organizational level. For example: base, squadron. Recommend distribution symbol. If "F" submit functional statement.)*: F

7. NO. OF EXTRA PRINTED COPIES REQUESTED:

8. PUBLICATION *(Check and Complete)*

YES	NO		YES	NO	
	X	a. Implements higher headquarters publication *(If yes, give number.)*		X	i. Classified *(If yes, show classification on this form.)*
	X	b. Requires implementation by specific date *(If yes, give date and explain in remarks.)*		X	j. Prescribes a report *(If yes, see AFR 178-7.)*
	X	c. Contains copyright material *(See AFR 110-8.)*		X	k. Creates/accumulates new documentation *(If yes, see AFM 12-50.)*
	X	d. Requires proofs.		X	l. Involves environmental consequences *(If yes, see AFR 19-2.)*
	X	e. Requires publication in the Federal Register *(See AFR 12-33.)*		X	m. Applies to AF Reserve *(If yes, coordinate with AF/RE on departmental publications; HQ AFRES/DA on field publications.)*
	X	f. Is subject to the Privacy Act of 1974 *(See AFR 12-35.)*			
	X	g. Affects working conditions of civilians *(If yes, coordinate with Civilian Personnel Office.)*		X	n. Applies to Air National Guard *(If yes, see AFR 6-1. Show coordination in Item 10.)*
	X	h. Should be made available for public or foreign distribution under International Exchange Program *(If yes, see AFRs 6-1 and 80-45.)*		X	o. Is USAFR or ANG publication *(If yes, show coordination of active force functional manager in Item 10.)*

9. FORMS *(List forms prescribed or obsolete. If new or revised, submit AF Form 1141 per AFR 9-1)*

FORM NUMBER	NEW	REVISED	EXISTING	OBSOLETE

10. COORDINATION and CONCURRENCE

OFFICE SYMBOL	NAME *(Typed or signature)*	DATE	PHONE NUMBER
CC	D. Payne	3 Jan 8	3456
CCE	R. Clark	4 Jan 8	3210

11. REMARKS

I certify that the attached manuscript meets Air Force requirements for necessity, good taste and consonance with Air Force doctrine, existing law, and National, Department of Defense, and Air Force policy

12. DATE 4 Jan 8_	13. TYPED NAME, GRADE, TITLE, ORGANIZATION, AND OFFICE OF APPROVING AUTHORITY JAMES P. ANDERSEN, Colonel, USAF Commander, 3400TCHTG	14. SIGNATURE JAndersen

FOR USE OF PUBLICATIONS MANAGEMENT OFFICE

15. CONTROL NO.

16. NAME AND EXTENSION OF WRITER/EDITOR

17. DATE RECEIVED

18. SUSPENSE DATE

19. PROCESSING ACTIONS *(Enter all actions taken up to time publication is sent to printer)*

20. NO. OF MANUSCRIPT PAGES

21. NO. OF PIECES/PAGES OF a. Artwork b. Camera-ready text

22. TOTAL QUANTITY AND DISTRIBUTION *(Include extra copies for OPR)*

23. FUNDS PROGRAMMED

24. PROOFS REQUESTED ☐ YES ☐ NO

25. DATE RELEASED FOR PUBLICATION

26. SIGNATURE OF INDIVIDUAL RELEASING COPY

AF FORM APR 83 673 PREVIOUS EDITIONS ARE OBSOLETE.

REQUEST TO ISSUE PUBLICATION

NPA5-459

Figure 5–11. Sample, AF Form 673.

2. At what command level is writing service optional?

3. How do you get the publications management office to do a preliminary review of your manuscript?

441. Specify how to coordinate a publication manuscript with the reviewing staff and with lower levels.

Coordinating the Manuscript. After you have run your manuscript through the writing service for review, you are ready to tackle the next step of preparing your publication for print—coordination. This is the step where you must lay all your cards on the table, so to speak, to be examined by all. You must send your manuscript, or a copy of it, to offices and personnel who have technical and administrative knowledge and jurisdiction over the publication or its subject matter. This is to insure that all of your work is correct and acceptable, having been reviewed by those in authority to determine its accuracy and suitability to the personnel for whom it has been written. You can imagine how bad it would be to print a publication that was incorrect. It could create real havoc in your unit as well as cost the Government time and money, not to mention embarrassment.

Be sure to coordinate with staff offices within the issuing headquarters or unit. Each proposed regulation, manual, OI, pamphlet, visual aid (VA), supplement, and related change must be coordinated with all staff offices that have a technical interest in the contents. AFR 5-8, *Preparing Air Force Publications,* shows a comprehensive list of organizations that must coordinate—many of which are often overlooked.

Additionally, you should send or take your manuscript to the staff offices concerned. For faster coordination, send copies to all offices simultaneously. If your proposed publication is lengthy or is a revision, point out to each office the portions that will be of interest to it. Specify a date for coordinators to return their comments, and follow up as necessary. Recoordinate it if you must make significant changes in the text because of staff office comments.

Coordinating officials may indicate concurrence by signing the AF Form 673 in block 10, as shown in figure 5-11.

If the coordination was done by letter, telephone, or other indirect means, record the coordination by typing in the required information.

In addition to coordinating with staff offices, you should also coordinate with lower level organizations. If time permits, send copies of the manuscript to users in the next lower headquarters for their reaction and comments. They might give you valuable information to incorporate into your publications, thus reducing the need for supplements.

You should review all the comments and recommendations you receive. You may find that you must change parts of your manuscript. You may agree or disagree with the recommendations. If you disagree or reach an impasse, try to resolve the problem with the office concerned. If you cannot, take the problems to the next higher authority. The publications management office will not release for printing any manuscript that is unresolved or that has insufficient coordination.

Exercises (441):

1. What determines the need to coordinate a manuscript with staff offices?

2. What does block 10 of a completed AF Form 673 contain?

3. Why is it necessary to review comments and recommendations obtained through coordination of the manuscript?

4. What might a printed publication with several supplements indicate about your coordination effort?

442. Specify procedures for getting final approval of a publication manuscript.

Getting Final Approval. One last requirement remains before you may turn in your manuscript to the publications management office for final processing—that of receiving the blessings of the final approval authority.

Responsible officials must approve each publication before it is issued. In HQ USAF, publications are usually approved only by directors, deputy directors (or similar) or higher level officials. However, most of you probably work at a MAJCOM or a field activity (wing, group, squadron, etc.). A few of you may work for an SOA such as the Air Force Commissary Service or the Air Force Manpower and Personnel Center.

Each MAJCOM and SOA commander will, of course, choose someone to approve publications prepared and developed at those levels. They may do the same for field activities under their command or leave that for the field commanders to do. To be sure, check your local supplement to AFR 5-1 or call the publications management office on your base to find out to whom you should submit your manuscript for approval.

Besides the manuscript, submit AF Form 673 and an AF Form 800, if required, to the approving authority. If you received writing service or got a preliminary review of your manuscript, or if you coordinated your manuscript on AF Form 673 (fig. 5-11), you can use that same form to get final approval. If not, just fill in blocks 1 through 9 of a new form and send it to the approving authority.

You may use the Remarks section (block 11) to explain or request special handling of your manuscript. For example, if your manuscript must be in the hands of its users by a certain date, and that date is fast approaching, you would want to request immediate action handling of your manuscript and justify it in this block. Additionally, you would write or type the words IMMEDIATE ACTION at the top center of the title page of the manuscript, above the heading.

The final step in the process is the certification, which you must get before you can submit a manuscript to the publications management office. Just below the Remarks section of AF Form 673 is the certification statement of the approving authority. The signature in block 14 of the form certifies that your manuscript "...meets Air Force requirements for necessity, good taste, and is in consonance (agreement) with Air Force doctrine, existing law, and National, Department of Defense, and Air Force policy."

Exercises (442):

1. Who usually approves publications originating at HQ USAF level?

2. Who may approve publications at MAJCOM or SOA levels?

3. How would you find out who the approving authority is at your level of command?

4. Besides the manuscript, what form is submitted to the approving authority?

5. How do you request immediate action handling of a publication manuscript?

6. What does the signature of the approving authority for a publication on the AF Form 673 indicate?

443. Specify the procedures for submitting a manuscript to the publications management office for final processing.

Submitting the Manuscript for Final Processing. Everything that has gone on before—the planning, coordinating, reviewing, lining out, and starting over—all this has been done to prepare your manuscript for this last step.

Along with the manuscript, you need to include a signed (certified) AF Form 673, an AF Form 800, if required, and any background material you may have. For publications originating in HQ USAF (generally departmental publications), you have to submit two copies of the manuscript and five of the AF Form 673. For all other publications, however, the number of copies to submit is set locally. Again, check with your publications management office on this requirement.

We just mentioned background material. What background were we referring to? It includes all papers that show coordination, comments, and actions that affect the issuance of your publication. The OPR for a departmental publication should keep the background material and file it with the publication record set. Field publications (at MAJCOM and SOA level and below) are maintained by the publications manager with the publication record set. All documents that show coordination, comments, and actions that affect the issuance of the publication are sent to the publications manager.

Are we there yet? Not quite! You should establish a spirit of cooperation with the publications manager and the editor, and continue to work with them even after you send the manuscript to them for final processing. They may ask you to clarify some statement, request additional coordination, or, if your manuscript was not submitted previously for writing service, they may need to make some major editorial changes. Remember, those who will use your publication must be able to comprehend it easily, otherwise, you will have wasted your time and theirs.

Exercises (443):

1. What documents must you send to the publications management office for final processing?

2. What is included as background material for a manuscript?

3. How many copies of the manuscript and the AF Form 673 must you submit?

4. Why is it important to continue to cooperate with the publications management office even after you submit your manuscript?

5-7. Maintaining and Issuing Indexes

If your organization develops and issues publications, an index is a must. However, not every publication has to be indexed. What is and what isn't indexed, as well as how it is indexed and kept up-to-date, are matters we take up in this section.

444. Specify how to issue and maintain indexes for publications.

General Instructions. Publish a numerical index of the standard publications your headquarters or unit issues, and keep it current. (Do not index bulletins and staff digests.) Indexes of OIs (other than HOIs) and alphabetical (subject) indexes of standard publications are optional. At MAJCOM or SOA level and below, issue indexes regularly or as required by the number of changes since the last issue—generally, every six months. You may update an index by either a change or a revision.

Contents and Arrangement of Indexes. Let's look now at how you arrange the contents of a publication index.

First, you need to list regulations, manuals, and pamphlets numerically under each subject series. To identify each publication, use the letter R (for regulation), M (for manual), and P (for pamphlet). If two or more publications have the same number, list them in order of R, M, P.

Next, show each publication's number, date, security classification, title (or short title), the notation (PA) if it is subject to the Privacy Act of 1974, OPR, and distribution.

Additionally, give the security classification or the distribution symbol of a classified change or supplement, unless it's the same as that of the basic publication.

Now, list supplements by type of publication, as explained earlier Arrange them by issuing headquarters, beginning with supplements of the highest headquarters. You may include the publication title but you don't have to.

In a separate "obsolete" section, list publications that have been superseded (if the number or type have been changed) or rescinded since the last edition. Do not list publications that have been superseded by a publication of the same number and type (for example, AFR 5-8, 21 Jun 84, superseded by AFR 5-8, 1 Jun 85, would not be listed in the obsolete section). Be sure to drop supplements to rescinded basic publications from the active list and show them in the obsolete section as rescinded. Review publishing bulletins and indexes for rescissions of higher headquarters publications that you have supplemented.

Next, show the distribution symbol of each publication. If a publication is to have X-distribution, indicate in parentheses after the symbol which activities may receive the publication. You can, if you wish, explain the meaning of each distribution symbol in a separate paragraph.

Show in the heading of your index, the "cut-off" date (when information was added) by entering "period ending (date)" below the issue date.

No, we haven't forgotten visual aids and recurring periodicals. List these in their own separate sections.

You can now see that a lot of information must be included in an index—so much that you may find you are running out of space. If this is the case, feel free to eliminate column headings after the first page.

Exercises (444):

1. How are bulletins and staff digests listed in an index?

2. How often are indexes generally updated?

3. How are regulations, manuals, and pamphlets listed in an index?

4. How are publications subject to the Privacy Act of 1974 indicated?

5. What publications are listed in separate sections of an index?

5-8. Keeping Publications Current

We have taken you from the first moment you learned you had to put out a publication through the steps of planning, developing, and coordinating the manuscript, to finally submitting it to the publications management office. But the process does not end there. Every publication comes into being to meet some special need. As long as that need exists, it will grow and change with the times; and, for it to be effective, so must the publication for which it was created. In this section, then, we discuss publication reviews and teach you some ways to keep Air Force publications up-to-date.

445. State when and how to do the two types of publication reviews.

Publication Reviews. There are two types of publication reviews: annual and special. The annual review takes place on the anniversary date of the publication (or within the anniversary month). You should receive a notice—AF Form 1382, Request for Review of Publication and/or Form(s)—from the publications management office as a reminder to review the publications for which you are responsible. They will allow you a specified amount of time (14 to 30 days, depending on the size of the publication) to finish your review. At the end of that time, you must tell them, on the AF Form 1382, whether the publication is current or needs to be revised, changed, or rescinded.

The special review on the other hand does not have to come at a particular time. The publications management office may ask you to review your publication before allowing you to reprint it, especially if it is an expensive one to produce. Again, they would notify you of this requirement on an AF Form 1382.

Whether the review is an annual or special, you should look for the same things. Generally, you should review the entire publication for currency and adequacy. You should make sure all prescribed forms are current and that they ask for all necessary information. Make sure, also, that all procedures described in your publication are current enough to get the job done now, as well as when the publication was first printed. Double check, too, the currency of all references to names, office symbols, geographical locations, and other publications, as well as references to suspense dates and reports the publication might have established.

Exercises (445):

1. What are the two types of publication reviews?

2. When and how are these reviews done?

446. Specify the policies and procedures for revising a standard publication.

Revisions. A revised publication is one that supersedes (replaces) its previous edition or related publications, either in whole or in part. The revised publication has a new date, but normally carries the same subject series number as the publication it replaces, and includes a supersession footnote on the title page. You would use the same steps to develop a revision that you use to develop a publication from scratch.

When the job is to update a publication, the question is always, "Should I revise it or just change it?" We will answer the first half of your question here, and save the last half for the next section.

Issue a revision, rather than a change, when the basic publication has four or fewer printed pages or when all changes—including those made in earlier changes—affect more than 40 percent of the text and any attachments. This percentage is only a rule of thumb. Also, consider the number of changes already issued, the number of page inserts needed to make still another change, the current cost and availability of paper, the amount of shelf stock you have on hand of the basic and its changes, and so forth.

These are judgment factors not readily covered by any textbook percentage figure or formula. Do not revise or change a publication merely to update office symbols, organizational titles, or references (unless these items are causing significant problems). Remember, too, that a revision automatically supersedes all changes to the previous edition, including message and letter changes.

How do you identify revised material? Usually a star or asterisk is used to show what materials have been revised. If a whole part, chapter, or section has major changes, put the star or asterisk in front of the element's title (for example, *Chapter 3, Responsibilities). Leave these marks out if the material has been completely rewritten and reorganized.

Revised material is also identified in the "Summary of Changes" area on the signature page. You may remember that we covered the summary of changes earlier.

Exercises (446):

1. What is a revised publication?

2. What information does the title page footnote of a revised publication contain that the footnote of a new publication does not?

3. What steps do you follow to develop a revised publication?

4. What factors concerning length and changes should you consider before revising a publication?

5. How is revised material identified?

447. Specify the policies and procedures for developing and issuing changes to standard publications.

Changes. A change is any document that is issued to amend the contents of a basic publication. AFR 5-8 categorizes changes as formal, informal message, and other. Of the three, we will cover only the formal category here in any depth. The reason for this is that the informal message category is used to change only departmental publications—a task you will rarely be called upon to do. The miscellaneous category (other) includes letter changes and changing one publication by another.

Regardless of the category used, all changes are numbered in sequence (Change 1, Change 2, etc.). If the previous change is identified by a letter—a method now obsolete—continue to assign letters until the basic publication is revised.

When do you issue a change instead of a revision? Here, as we promised, is the answer to the second half of the question: Should you revise it or just change it?

Issue a change rather than a revision when the basic publication has five or more printed pages, and all changes, including those in earlier changes, affect less than 40 percent of the publication and its attachments. As with revisions, this percentage is only a rule of thumb—a guide. The considerations we discussed concerning revisions apply equally as well to changes.

Formal changes. A formal change is a separately printed publication. A leadline takes the place of the purpose statement, and is used to identify the basic publication that is being changed. For example, the leadline in a change to AFR 5-31 would read: "AFR 5-31, 25 January 1985, is changed as follows."

There are three ways to formally change a publication: The page insert, write-in, and paragraph change. These may be used separately or in combination. Figure 5-12 is an example of a change using both write-ins and page inserts.

Page insert. Here, the holders of the basic publication receive a new page for each page that contains obsolete text or illustrations. Both sides of the page are included, even though one may contain current material. Stars, asterisks, or marginal lines may be used to indicate where the material has been changed. Although the page insert is more costly and uses more paper, it is the preferred method because a publication so changed is easier to comprehend than one changed by the other methods. With this method, amendments to the text or attachments are made page for page. In other words, the user simply removes each obsolete page and inserts a new one. To set up a page insert change, first prepare a change transmittal page consisting of:

- A heading. Note in figure 5-13 the change number in the upper right corner.
- The same titles as those shown in the publication being changed.
- A leadline identifying that publication.
- A paragraph summarizing or explaining the reason for the changes (optional).
- A paragraph listing any write-in changes.
- A paragraph listing the pages to be removed and those to be inserted.
- The current signature element.
- Footnotes showing distribution, OPR, and a supersession statement, if required.

Next, prepare the page inserts, themselves. In the upper left corner of each page insert, place the publication number followed by the letter "C" (for "change") and the change number or letter in parentheses—for example, AFR 5-8 (C1). Use a star, asterisk, or marginal line to indicate new or changed material.

If you add a new main paragraph, try to put it at the end of the chapter (or publication). If you can't, give it a decimal number and add it between existing paragraphs. For example, a new paragraph between paragraphs 5-1 and 5-2 would be numbered 5-1.1. Do not use decimal numbering to add a new subparagraph; add it to the end of the sequence. Do not start a new sequence unless you can add two or more subparagraphs.

On the page insert that gives the signature element, show the original signatures even if the signers have left the organization. (You may delete the summary of revised, deleted, or added material. If you do, be sure to delete the reference to it in the supersession line.) On a title page insert, show the original date.

If a page insert will require an additional printed page (or pages) to cover expanded material, write the phrase "added page" in pencil in the lower right corner next to the manuscript's page number. The publications management office will give the added pages in the final copy a decimal number—for example, 3, 4, 4.1, 4.2, or, if the double numbering system is used, 3-3, 3-4, 3-4.1, 3-4.2.

To indicate that a paragraph is to be deleted, place the word "deleted" after the paragraph number on the page insert. If the paragraph has subparagraphs, cite only the basic paragraph; the one reference automatically cancels the subparagraphs. (If deleting a paragraph would eliminate an entire page or pages, the publications management office will account for them in the printed copy with combined page numbers. For example, if the instructions say, "remove pages 1 through 8 and insert pages 1 through 3," the page number on page 3 would be 3/8 to indicate pages not used. Page 4 in this case would be blank and the next page numbered 9.) Include both sides of a page even if only one side contains material—and number both sides.

When a change affects the table of contents or items listed on the signature page, change the table or list with write-ins or page inserts.

Write-ins. With this method, the holder amends a page that contains an erroneous word, symbol, short phrase, or number by writing in the correction. You should use this method only when holders can write in the changes on each page as quickly as they can remove and insert a new page. Writing in a large number of corrections can use many work hours when a publication goes to thousands of holders. Moreover, inspections confirm that poor handwriting often is a problem. Normally, this method is used with page inserts or paragraph changes. Although it will be tempting, don't use blanket instructions, such as "wherever it appears in the text," to change a frequently used word or number.

Paragraph changes. These changes start immediately below the leadline with the first item requiring change. The holders post marginal notes that refer readers to the change filed in back or, if the paragraph is short, they write it in the margin. (AFR 5-31 explains posting.) Although paragraph changes save paper and money (for example, several pages can be changed on one sheet of paper), they do so at the expense of the readers, who must turn to the change filed in back of the basic publication to read the changed material. Use this method only if time is short—for example, when an urgent change must be issued during the development of a complete revision.

Prepare paragraph changes as shown in figure 5-13. Place the first item to be changed directly below the

DEPARTMENT OF THE AIR FORCE
HQ Ogden Air Logistics Center
Hill AFB UT 84406-5000

CHANGE 3
Ogden ALCR 6-2

Reproduction

PRINTING, DUPLICATING, AND COPYING

Ogden ALCR 6-2, 24 June 198-, is changed as follows:

1. Page Insert Changes:

Remove	Date	Insert
3 thru 8	21 Jan 8-	3 thru 8
9, 10	"	9, 10
15,16	24 Jun 8-	15, 16

2. Write-in Changes:

Page	Paragraph	Line	Action
2	3	4	Change "17" to "19."
11	9	7	Change "facilities" to "branches."
13	14	3	Delete 2d sentence.

FOR THE COMMANDER

JOHN JAY, Colonel, USAF
Director of Administration

Supersedes Change 1, 10 Sep 198-
No. of Printed Pages: 12
DISTRIBUTION: F

1. Change number.
2. Lead line.
3. If not a paragraph reference, identify table, figure, attachment, etc., affected.
4. Use current signature element.

NPA5-106D

Figure 5-12. Sample change (formal format).

DEPARTMENT OF THE AIR FORCE
HQ Ogden Air Logistics Center
Hill AFB UT 84406-5000

CHANGE 1
Ogden ALCR 5-30

Publications Management

PUBLICATION SETS

Ogden ALCR 5-30, 24 June 198_, is changed as follows:

1-5a. The immediate supervisor may authorize an individual publications set. Limit the number and contents of individual sets by requiring the maximum, practical use of nearby functional publications libraries.

2-7d. When you receive an emergency or interim message change (EMC or IMC) to one of your publications:

(1) Pencil in the EMC or IMC control number in the margin next to the changed portion of the publication; for example, "EMC 8_-3." If the EMC or IMC does not have a control number, pencil in the date-time-group (DTG) with the month and year of the message; for example, "061845 Dec 8_." File the EMC or IMC behind the basic publication.

FOR THE COMMANDER

JOHN JAY, Colonel, USAF
Director of Administration

No of Printed Pages: 1
DISTRIBUTION: F

NPA5-107D

Figure 5–13. Sample paragraph change.

leadline. If you need to replace an entire paragraph or subparagraph, use the same number, followed by the new material. If you need to change any part of a lengthy paragraph or subparagraph, use the same number and title as the original, unless a change in the title is part of the change. Repeat only a few words of the unchanged text. Follow them with three dots (leaders) to indicate the unchanged material, and then repeat a few words at the end of the last unchanged sentence. This identifies the old paragraph. Start the new wording or paragraph at that point. Use this same technique throughout the paragraph to avoid repeating lengthy passages of unchanged material. To add a new main paragraph, follow the instructions given for page inserts. To delete material, cite the number of the paragraph, subparagraph, chapter, etc., and add "delete."

On each page of the manuscript following the title page, place the publication's number, followed by the letter C (for "change") and the change number or letter in parentheses (for example, AFR 5-8(C1)) in the upper left corner. Place the current signature element right after the last paragraph. If you add a new attachment, give it the next number in sequence and list it on the signature page.

You know, of course, how to speed up the processing and distribution of a formal change to a publication, don't you? If not, take a few minutes to go back and review the instructions for marking the manuscript and requesting immediate action handling of a new or revised publication on the AF Form 673. This information also applies to requesting immediate action changes.

Informal message changes. A message change is used to change departmental publications ONLY. Even then, it is used only when an immediate-action formal change will not get the information out fast enough to meet an emergency or some other urgent requirement.

There are two types of informal message changes—emergency (EMC) and interim (IMC). EMCs are issued to eliminate or modify a policy, procedure, or other situation that could result in loss of life, personal injury, or destruction of property.

IMCs are the most widely used type of informal message change. They are issued to announce only critical information that is needed to meet a mandatory effective date set by law, Executive order, or Department of Defense directive. IMCs also may be used to eliminate or modify a policy, procedure, or other situation that could involve public controversy or create adverse public opinion of the Air Force; or that is wasting Air Force funds, work hours, or other critical resources.

Both EMCs and IMCs remain in effect until superseded or rescinded. If an EMC or IMC can't be rescinded, its contents are put in the next formal change or revision of the affected publication. Each EMC or IMC superseded by a formal change must be cited in that change's supersession statement. A revision automatically supersedes all EMCs and IMCs that pertain to the previous edition of the publication. You will find detailed instructions for issuing informal message changes in AFR 5-8.

Other types of changes. This category is home for two most unusual, but sometimes necessary, types of changes—the letter change and the change which uses one publication to change another. Confusing? Yes, it is. Let's see if we can clear away some of the "fog" for you.

When neither a formal change nor a message change is practical, the publications management office may allow you to issue the change by a multiple-address letter—but be prepared to explain why this is the only feasible way. Make the subject of your letter read something like "Emergency Letter Change," or "Interim Letter Change," then type the text of the change in the standard Air Force letter format.

Be sure to coordinate a letter change with all interested staff offices (action offices first), and have it approved by the same authority that approved the basic publication. A local requirement may exist for sending a copy to the publications management office. Of course, you will need to keep copies of the change for your files.

Within 30 workdays of the date on the letter change, convert it to a formal printed Immediate-Action Change. The supersession notice on the formal printed change must state, "Supersedes Interim Change (No.), (date of letter)."

Now, let's look at how you use one publication to change another. HQ USAF has authorized certain MAJCOMs and SOAs to use their own publications to change Air Force publications. For example, the Air Force Manpower and Personnel Center (AFMPC)—an SOA—may issue Consolidated Base Personnel Office Letters (CBPOL), which may be used to change HQ USAF publications. Or, the Air Force Logistics Command (AFLC), a MAJCOM, may issue controlled multiple-address letters (CMALs), to change Air Force publications.

The publishing bulletin (PB) also may be used to change other publications. MAJCOM and SOA administration officers may elect to use the command PB to make minor write-in changes to their (MAJCOM) publications. If a MAJCOM uses this method, it must be explained in a MAJCOM supplement to AFR 5-8. A PB write-in change must be converted to a formal change within six months from the date of the PB.

Remember, as with message changes, we are giving only general instructions on ways to change a publication. Should you ever have a need to prepare these types of changes, look to AFR 5-8 for specific guidance.

Exercises (447):

1. What are the three categories of changes?

2. Which of the three categories of changes is used to change only departmental publications?

3. How are changes numbered?

4. **What is the policy for determining when to issue a change rather than a revision?**

5. **What does a leadline identify?**

6. **What are the disadvantages of the page-insert method?**

7. **Why is the page-insert the preferred method?**

8. **How is new or changed material identified in a page-insert change?**

9. **When should the write-in change method be used?**

10. **How would you number a replacement paragraph?**

11. **What are the two types of informal message changes?**

12. **Which type of message is used most often?**

13. **When would you issue a letter change?**

14. **Who can use a PB to change a publication?**

448. Specify the purposes of supplements and specify the rules and restrictions for issuing them.

Supplements. Most Air Force publications are supplemented by MAJCOMs, and, likewise, MAJCOM publications are supplemented by the lower levels of command. Undoubtedly, your base or unit supplements many higher headquarters publications in order to bring local procedures more in line with the basic publication. Although a supplement is printed and distributed as a separate publication, it is an essential part of the publication it supplements and is filed with that publication.

Here are a few DOs and DON'Ts that apply to issuing supplements:

DO:

- **Issue supplements at the highest possible level (preferably at MAJCOM or SOA).**
- **Issue supplements to add essential local information ONLY.**
- **Issue supplements when the basic publication specifically requires you to in order to carry out certain provisions of the basic publication.**
- **Issue supplements if the OPR of a basic publication has exempted you from certain provisions in the basic publication.**

DON'T:

- **Use supplements to supersede, change, or nullify provisions of the basic publication.**
- **Use supplements to distort the intent or meaning of a policy or procedure in the basic publication.**
- **Use supplements to duplicate or repeat, for emphasis, any policy or procedure of the basic publication.**
- **Use supplements to add minor procedural details that may already be clearly implied in the basic publication.**

Other restrictions imposed on issuing supplements. **Issue your own basic publication rather then supplementing someone elses if:**

a. **A higher headquarters has not issued a publication directly related to your material.**

b. **A higher headquarters publication is not distributed to the activities that would receive your supplement.**

c. **The format, purpose, size, or contents of a publication make it unsuitable for supplementation—a pocket-sized pamphlet, for example.**

Exercises (448):

1. **What is the purpose of a supplement?**

2. **At what command level should supplements be issued?**

3. **When should you issue your own basic publication instead of supplementing someone else's?**

449. Specify how to develop a supplement for a standard publication.

Developing Supplements. You can supplement basic publications with either paragraphs or page inserts. Sound familiar? They are similar to the change methods we have just covered, with a few variations, of course. Regardless of the method used, all supplements are numbered in sequence (Supplement 1, Supplement 2). As a rule, you should not issue more than two supplements to a basic publication. However, MAJCOM or SOA publications managers will sometimes make exceptions to this rule.

The paragraph method. This method is the more economical and is preferred to page inserts. As with paragraph changes, marginal notes are posted that refer the reader to the supplement filed in back of the basic publication. Figure 5-14 is an example of a supplement using the paragraph method. Refer to it often as we discuss the procedure for developing it.

The first page of the supplement should include the heading (place the supplement number as shown in the figure); title (use the basic publication's title); leadline (cite the number and date of the publication you are supplementing), and footnotes (place as shown in the figure).

Begin the supplementary instructions immediately below the leadline and continue paragraph by paragraph as shown in the figure until you're finished. Refer to our coverage on the signature element for guidance on authenticating your supplement.

To supplement an existing paragraph in the basic publication, number your supplementary paragraph the same as the one in the basic publication. Keep the supplementary information as brief as possible, but include enough information to minimize the need for further supplementation in subordinate organizations. Try not to use subparagraphs in your supplementary paragraph. If you can't avoid it, use the next lower paragraph breakdown. If the paragraph you are supplementing already has subparagraphs, disregard them. For identification purposes, the subdivisions of your supplementary paragraph must be independent of those in the basic publication. For example, suppose you must supplement paragraph 3 of a basic publication, which has subparagraphs a and b. You would type "3," on the manuscript, followed by your supplementary material. If that material required subparagraphs on its own, they, too, would be a, b, etc.

Still using our last example, let's suppose you also have supplementary instructions that relate directly to one of those "disregarded" subparagraphs of the basic publication. Identify the basic subparagraph in the normal way; then state the supplementary material. In other words, if you must also supplement paragraph 3a of the same basic publication, you would type "3a," on the manuscript followed by the supplementary material. Subparagraphs to that material, if you need them, would be (1), (2), etc.

Let's continue with our "supposin'," and say you want to add a new paragraph or subparagraph to the basic publication. You can add a new main paragraph if your supplementary material bears no direct relationship to a specific paragraph or subparagraph of the basic publication, or if adding a paragraph would complicate the text. Identify it by a decimal number. For example, a new paragraph following paragraph 4 would be numbered 4.1. A supplementary paragraph may be added after the last paragraph in the publication (or chapter) by the decimal method.

Add a subparagraph if your supplementary material is a logical continuation of existing subparagraphs of the basic publication.

Under some circumstances you may have to supplement a higher headquarters supplement. To do so, refer to that supplement as in this example—2b(4)(12 AF Sup), and then give the supplementary information.

We've told you how to supplement an existing paragraph and how to add one, but we have yet to tell you how to identify these additions in the supplement itself. Well, wait no longer! Just insert "Added" in parentheses after the paragraph number (for example, 3 (Added), 2b(3) (Added) or 4.1 (Added)). Easy wasn't it!

The page-insert method. This method is authorized by the Directors of Administration at HQ USAF, MAJCOM, and SOA levels only. Even then, they are used to supplement only very lengthy basic publications—100 pages or more. As you may have guessed, this method is similar to page-insert changes in that it requires a transmittal page to which the page inserts are attached.

For the transmittal page, use the format shown in figure 5-14 for the heading titles, leadlines, and footnotes. Below the leadline, tell users to insert the attached pages. (Page inserts are printed so that the supplementary and related basic material will face the reader.) List the page inserts below the instructions, then add the signature element.

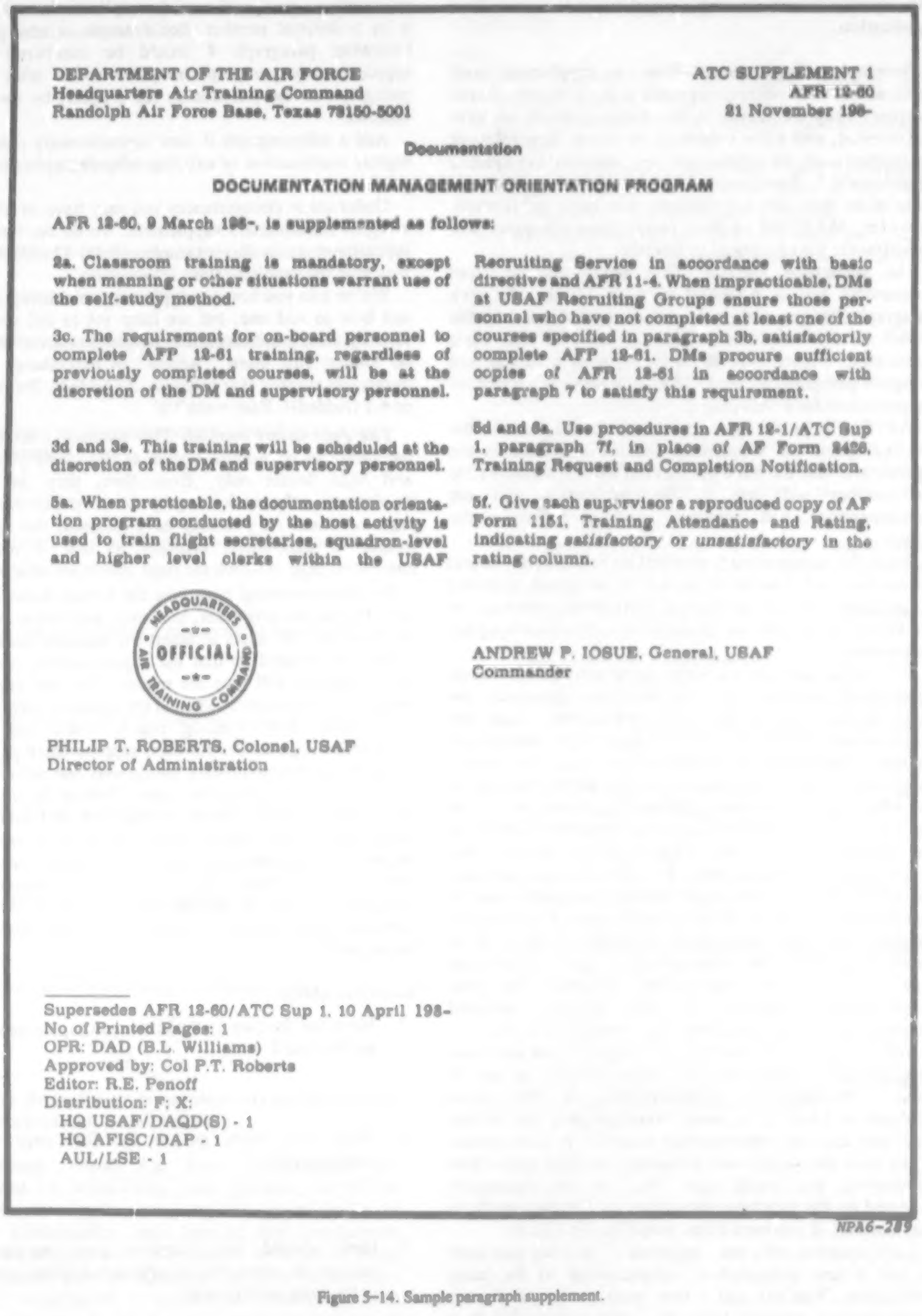
To keep from wasting paper, don't use separate manuscript page inserts for each supplemented page of the basic. Place supplementary paragraphs one after the other on one or more manuscript pages. Follow the instructions for supplementing existing paragraphs and adding new paragraphs. (The publications management office will prepare the separate-page inserts.) To avoid errors, make notes on the manuscript beside each supplementary paragraph to indicate the page they go on. Explain in the Remarks section of the AF Form 673 that page inserts are to be prepared.

Exercises (449):

1. What are the two methods used to supplement a basic publication?

2. What four items go on the first page of your supplements?

3. How should you number your supplementary paragraphs when they supplement existing paragraphs in the basic publication?



DEPARTMENT OF THE AIR FORCE
Headquarters Air Training Command
Randolph Air Force Base, Texas 78150-5001

ATC SUPPLEMENT 1
AFR 12-60
21 November 198-

Documentation

DOCUMENTATION MANAGEMENT ORIENTATION PROGRAM

AFR 12-60, 9 March 198-, is supplemented as follows:

2a. Classroom training is mandatory, except when manning or other situations warrant use of the self-study method.

3c. The requirement for on-board personnel to complete AFP 12-61 training, regardless of previously completed courses, will be at the discretion of the DM and supervisory personnel.

3d and 3e. This training will be scheduled at the discretion of the DM and supervisory personnel.

5a. When practicable, the documentation orientation program conducted by the host activity is used to train flight secretaries, squadron-level and higher level clerks within the USAF Recruiting Service in accordance with basic directive and AFR 11-4. When impracticable, DMs at USAF Recruiting Groups ensure those personnel who have not completed at least one of the courses specified in paragraph 3b, satisfactorily complete AFP 12-61. DMs procure sufficient copies of AFR 12-61 in accordance with paragraph 7 to satisfy this requirement.

5d and 6a. Use procedures in AFR 12-1/ATC Sup 1, paragraph 7f, in place of AF Form 2426, Training Request and Completion Notification.

5f. Give each supervisor a reproduced copy of AF Form 1151, Training Attendance and Rating, indicating *satisfactory* or *unsatisfactory* in the rating column.

OFFICIAL

PHILIP T. ROBERTS, Colonel, USAF
Director of Administration

ANDREW P. IOSUE, General, USAF
Commander

Supersedes AFR 12-60/ATC Sup 1, 10 April 198-
No of Printed Pages: 1
OPR: DAD (B.L. Williams)
Approved by: Col P.T. Roberts
Editor: R.E. Penoff
Distribution: F; X:
  HQ USAF/DAQD(S) - 1
  HQ AFISC/DAP - 1
  AUL/LSE - 1

NPA6-289

Figure 5–14. Sample paragraph supplement.

4. What rules must you observe when adding new supplementary paragraphs?

5. Who can authorize the use of page-insert supplements?

6. What type of basic publication is supplemented by the page-insert method?

450. Specify how to keep supplements current.

Keeping Supplements Current. The life of a supplement really depends on the life of the basic publication, but the quality of a supplement depends entirely on you. When the basic publication is changed, for example, you must immediately decide whether the change also affects your supplement. If it does, you must either change or revise your supplement so that it once again matches the intent of the basic publication. You may even have to ask the publications management office to rescind your supplement if the basic publication eliminates the need for it, or if the basic publication itself is rescinded.

When a basic publication is superseded, its supplements stay in effect and are filed with the new basic publication. These "holdover" supplements remain in effect and provide interim guidance for a locally specified amount of time, or until they are revised or rescinded. However, if the material in a holdover supplement will remain in effect indefinitely, you must revise the supplement as soon as possible—preferably within 90 days after you receive the new basic publication.

Before we leave the subject of supplements, there are a couple of other things you should remember about keeping them current. First, provisions of current holdover supplements that conflict with the basic publication are not binding. Second, remember that material already in your supplement may have been added to the revised basic publication, with only slight rewording. Such material may not always be obvious. A quick check of these two areas BEFORE you submit your supplement for printing and distribution will save you a lot of embarrassment and ensure you of a good quality product for the life of the basic publication.

Exercises (450):

1. What decisions must you make concerning a supplement to a basic publication that has been changed?

2. What are "holdover" supplements?

3. What action(s) must you take if the material in a holdover supplement must remain in effect indefinitely?

4. What is the status of material in a holdover supplement that conflicts with a new basic publication?

5. After your new basic publication has been distributed you find that some of the material in it nearly duplicates material in your holdover supplement. How does this happen, and how can you prevent it?

451. State when and how to issue corrected copies and rescissions to standard publication.

Corrected Copies. A "corrected copy" is issued to correct significant typographical errors in a recently issued publication or change—not to adjust the policies and procedures it contains. The phrase CORRECTED COPY is centered at the top of the title page or cover. The date of the publication or change stays the same. Stars or asterisks may be used to indicate the corrections. The publications management office and the OPR decide when a corrected copy must be issued. It is identified in the 0-series index as "cc."

Rescissions. A rescission is the cancellation of a publication for which there is no longer any need. To rescind a publication, prepare a letter requesting rescission, coordinate it with all interested staff offices, have it signed by the designated approving authority, and then send it to the publications management office for action. Only the OPR of record for a publication is authorized to request its rescission.

If you receive an AF Form 1382 from the publications management office you may indicate on the form that the publication is to be rescinded. Be sure to coordinate it with all the interested staff offices.

Exercises (451):

1. When is a "corrected copy" publication issued?

2. What are the procedures for issuing corrected copies?

3. Why would a publication ever be rescinded, and who is responsible for rescinding it?

4. How do you request rescission of a publication?

5-9. Program Support Services

The publications management office gives administrative assistance to the staff offices of the headquarters or base it supports. This assistance includes such services as implementing publications of higher headquarters, keeping publications current, initiating publication reviews, keeping and issuing indexes, and keeping record sets of publications. They also help OPRs issue rescissions and corrected copies to their publications, and perform other duties or services as may be given them by the Director of Administration (DA) or comparable official.

452. Specify the program support services offered by the publications management office.

Implementing Publications of Higher Headquarters. To ensure prompt action on new publications issued by higher headquarters, choose an action office (OPR) to review each of them. Don't assign an OPR to review changes or revisions. Remember, however, that for review purposes only, revisions issued under a new number or type (regulation instead of pamphlet, for example) are treated as new publications. Action offices are responsible, though, for revising or rescinding holdover supplements made obsolete by revised basic directives. At MAJCOM or SOA level, use AF Form 399, Request for Action of Implementation of Higher Headquarters Publication, to assign reviewing action. At lower levels, use of this form is optional.

Fill out Part I of the form in triplicate, and assign a suspense date. Next, send the original and one copy to the OPR. Place the copy in your suspense file.

When the original is sent back to you signed by the approving authority, pull your copy out of suspense. If the OPR has indicated on the original that no further action is required, throw away the copy. File the original by publication number for future reference, if desired. However, if the OPR has indicated that further action is required, record the planned action on the copy, and file it under the new suspense date. File the original in the record set. If there is no record set, throw away the copy and file the original in the suspense file.

You can follow up in writing or by telephone if the planned action is not taken by the suspense date.

Keeping Publications Current. Annually, on the anniversary date of each standard publication (or within the anniversary month), you should start a review of the publication to determine its status and the status of any form it prescribes. If necessary, begin earlier to learn the status of items you must reprint. (The forms manager may do this for a form.) If a special review is made within 90 calendar days of the next scheduled annual review, omit the annual review until the following year. (Bulletins and staff digests contain only transitory information, so there is no need for a review.) AF Form 1382, Request for Review of Publication and/or Forms (fig. 5-15) is used for both annual and special reviews.

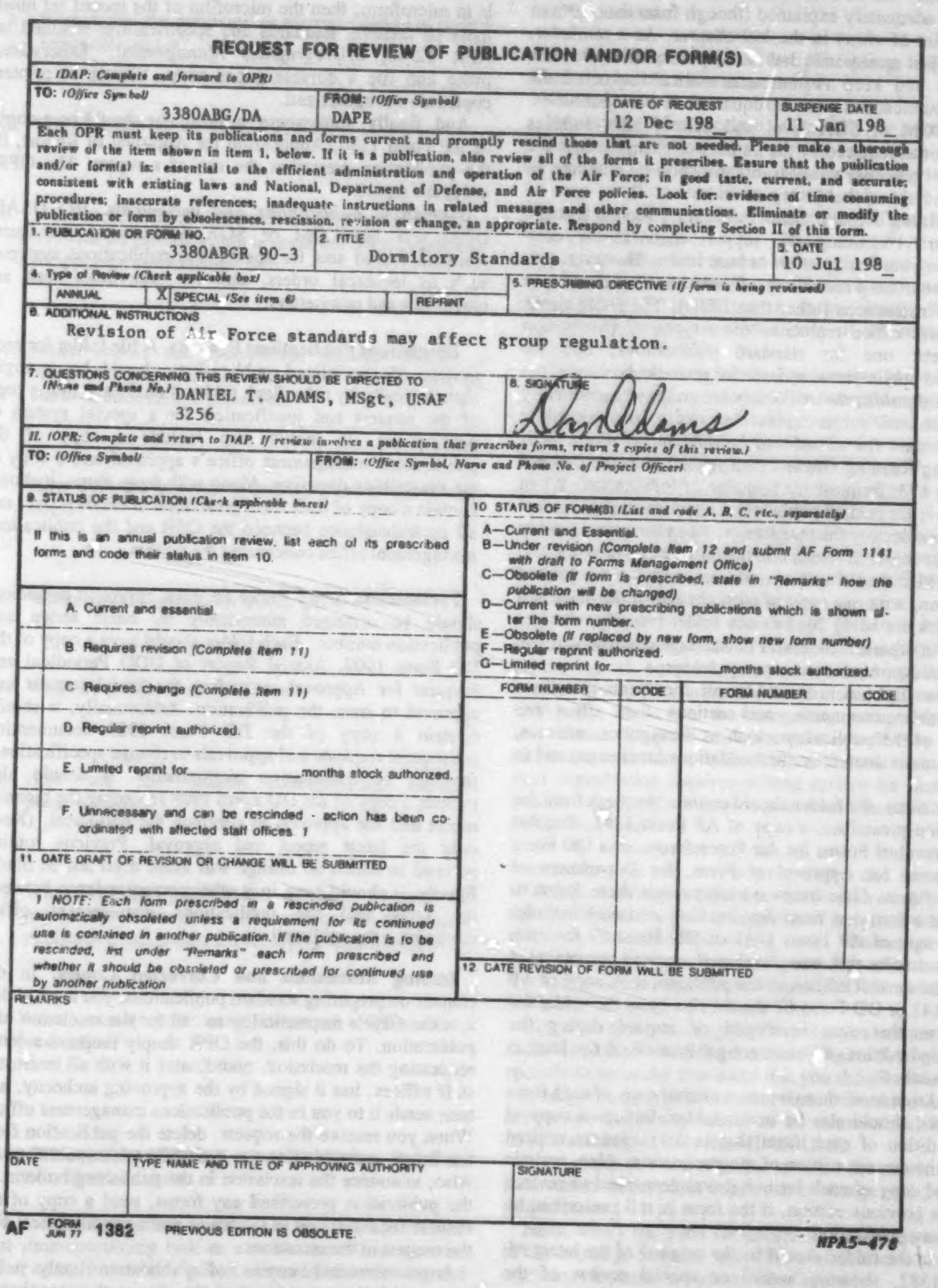
Requesting an annual review. To initiate an annual review, fill out the AF Form 1382. Give the OPR a reasonable suspense date in Section I. The suspense date will depend on the number of pages in the publication, the number of forms it prescribes, and the number of other publications the same OPR must review.

Under "Additional Instructions," note any aspect of the publication (or form) that needs special attention. For example, if the "back-up" stock of a form has not been requisitioned for some time, ask the OPR to check whether it is still needed.

Next, send the completed form to the OPR. Be sure to keep a suspense copy. What does the OPR do with the form? The OPR completes Section II and returns it to you through the approving authority. At this point, you send the AF Form 1382 to the forms management office if the publication prescribes a form. Follow up until the OPR completes all actions required. Then file the original AF Form 1382 in the publication's record set and destroy the previous review form.

Requesting a special review. Ask for a special review of a costly publication or form before you have it reprinted. If the OPR has recently reviewed the item—say within the past 30 days—call the OPR to verify its status. On the AF Form 1382 in the record set, record who responded and the date, and sign it. Don't bother with the special review if the publication or form is inexpensive or if it has had an annual review during the past 90 calendar days. If the OPR then reported that the publication or form was current, go ahead and have it reprinted. However, if more than 90 days have passed, phone the OPR to verify its status. Filling out the AF Form 1382 for a special review is simple. Just follow the instructions we gave you earlier for filling out the form for an annual review. This time, of course, you will check the SPECIAL block of item 4.

Maintaining and Issuing Indexes. We'll not spend much time here with this support service because it was



REQUEST FOR REVIEW OF PUBLICATION AND/OR FORM(S)

I. *(DAP: Complete and forward to OPR)*

TO: *(Office Symbol)* 3380ABG/DA

FROM: *(Office Symbol)* DAPE

DATE OF REQUEST: 12 Dec 198_

SUSPENSE DATE: 11 Jan 198_

Each OPR must keep its publications and forms current and promptly rescind those that are not needed. Please make a thorough review of the item shown in item 1, below. If it is a publication, also review all of the forms it prescribes. Ensure that the publication and/or form(s) is: essential to the efficient administration and operation of the Air Force; in good taste, current, and accurate; consistent with existing laws and National, Department of Defense, and Air Force policies. Look for: evidence of time consuming procedures; inaccurate references; inadequate instructions in related messages and other communications. Eliminate or modify the publication or form by obsolescence, rescission, revision or change, as appropriate. Respond by completing Section II of this form.

1. PUBLICATION OR FORM NO.: 3380ABGR 90-3

2. TITLE: Dormitory Standards

3. DATE: 10 Jul 198_

4. Type of Review *(Check applicable box)*: ☐ ANNUAL ☒ SPECIAL *(See item 6)* ☐ REPRINT

5. PRESCRIBING DIRECTIVE *(If form is being reviewed)*

6. ADDITIONAL INSTRUCTIONS

Revision of Air Force standards may affect group regulation.

7. QUESTIONS CONCERNING THIS REVIEW SHOULD BE DIRECTED TO *(Name and Phone No.)*

DANIEL T. ADAMS, MSgt, USAF
3256

8. SIGNATURE: Dan Adams

II. *(OPR: Complete and return to DAP. If review involves a publication that prescribes forms, return 2 copies of this review.)*

TO: *(Office Symbol)*

FROM: *(Office Symbol, Name and Phone No. of Project Officer)*

9. STATUS OF PUBLICATION *(Check applicable boxes)*

If this is an annual publication review, list each of its prescribed forms and code their status in item 10.

☐ A. Current and essential.

☐ B. Requires revision *(Complete item 11)*

☐ C. Requires change *(Complete item 11)*

☐ D. Regular reprint authorized.

☐ E. Limited reprint for__________months stock authorized.

☐ F. Unnecessary and can be rescinded - action has been coordinated with affected staff offices. 1

10. STATUS OF FORM(S) *(List and code A, B, C, etc., separately)*

A—Current and Essential.

B—Under revision *(Complete item 12 and submit AF Form 1141 with draft to Forms Management Office)*

C—Obsolete *(If form is prescribed, state in "Remarks" how the publication will be changed)*

D—Current with new prescribing publications which is shown after the form number.

E—Obsolete *(If replaced by new form, show new form number)*

F—Regular reprint authorized.

G—Limited reprint for__________months stock authorized.

FORM NUMBER	CODE	FORM NUMBER	CODE

11. DATE DRAFT OF REVISION OR CHANGE WILL BE SUBMITTED

1 NOTE: Each form prescribed in a rescinded publication is automatically obsoleted unless a requirement for its continued use is contained in another publication. If the publication is to be rescinded, list under "Remarks" each form prescribed and whether it should be obsoleted or prescribed for continued use by another publication

12. DATE REVISION OF FORM WILL BE SUBMITTED

REMARKS

DATE

TYPE NAME AND TITLE OF APPROVING AUTHORITY

SIGNATURE

AF FORM JUN 77 1382 PREVIOUS EDITION IS OBSOLETE.

NPA5-478

Figure 5-15. Sample, AF Form 1382.

READEX

more than adequately explained (though from the unit's or OPR's point of view) in the last chapter. As a reminder, however, just as any unit that issues publications, so must you issue and keep current a numerical index of the standard publications your headquarters or base publishes. At MAJCOM or SOA level and below, issue indexes regularly or as required by the number of changes since the last issue—generally every 6 months. You may update an index with either a change or a revision.

Maintaining Record Sets. Publication record sets are file folders containing the support material for each publication your headquarters or base issues. However, you do not have to keep record sets of bulletins, staff digests, or operating instructions (other than HOIs). The publications management office maintains three types of publication record sets: one for standard publications, one for specialized publications, and one for periodicals.

Standard publications. Folders are arranged numerically within each basic subject series. As a minimum, each folder should contain the edited manuscript; an AF Form 800, Computing Reading Grade Level (RGL); and the original AF Form 673, Request for Issuance of Publication. When you receive the printed publication, check for typographical errors, then destroy the manuscript. Keep the camera-ready copy in the folder or return it to the OPR. Keep proofs.

The folder should also contain one copy of the printed publication, with one copy of each change, if the basic and its changes are being filed in one folder (usually, changes are filed in separate folders). File message changes with the basic publication or in one separate folder.

Additionally, put in the folder all documents that show coordination, comments, and actions that affect the issuance of the publication, such as exemptions, waivers, suggestions evaluated, recommendations for change, and so forth.

Furthermore, the folder should contain, for each form the publication prescribes, a copy of AF Form 1141, Request for Approval of Form, for Air Force forms, or a DD Form 67, Request for Approval of Form, for Department of Defense forms. (The forms manager sends these forms to you after a form has been developed or revised.) Include, also, a copy of AF Form 1141 or DD Form 67 for each prescribed form that was developed, revised, or canceled during the current edition of the publication. A copy of AF Form 1141 or DD Form 67 should also be in the folder for any form that was developed or revised during the superseded editions of a current publication, if the form is still prescribed.

In addition to all these items, a printed copy of each form prescribed should also be in the folder. Include a copy of every edition of each form that is developed or revised during the current edition of the publication. Also, include a printed copy of each form that was developed or revised during a previous edition, if the form is still prescribed by the current publication.

Also in the folder should be the original of the latest AF Form 1382, showing annual or special review of the publication.

Inside the folder should also be a microform copy of archival quality, if the publication is produced on computer output microfilm (COM). If the record set of a publication is in microform, then the microfilm of the record set must meet all archival standards and specifications outlined in AFR 12-40, *Micrographics Management*. Otherwise, make and file a durable paper copy. Viewer or printer copies are not authorized.

And, finally, somewhere in the folder should be a copy of AF Form 1130, Application for Approval of Report, if the publication prescribes the use of a report. The OPR keeps the report.

Specialized publications and periodicals. HQ USAF OPRs and MAJCOM or SOA publications managers maintain record sets for specialized publications systems such as technical orders, and for periodicals such as magazines and newsletters.

Specialized Publications Systems. A file folder for each system of specialized publications should be arranged alphabetically by title. Each folder should have in it a copy of the request and justification for a special system of publications. It should also include a copy of the publications management office's approval and a copy of the prescribing directive. Along with these items, it should contain a copy of each form prescribed in the directive, and all correspondence between the OPR and the publications management office concerning the system.

Periodicals. A file folder for each approved periodical should be arranged numerically by basic series and publication number. Each folder should have a copy of the DD Form 1909, Annual Report of DOD Periodical and Request for Approval, recording the initial request and approval to issue the publication. Additionally, it should contain a copy of the DD Form 1909 documenting subsequent requests and approvals to change specifications, funding, or quantitative requirements. It should also include a copy of the DD Form 1909 recording the biennial report and the approval to continue the periodical. (Keep only the latest report and approval. Previous routine reviews in which no change was made need not be filed.) Finally, it should have in it other correspondence between the OPR and the publications management office concerning the publication.

Issuing Rescissions and Corrected Copies. In the chapter on preparing standard publications, you learned that it is the OPR's responsibility to call for the rescission of a publication. To do this, the OPR simply prepares a letter requesting the rescission, coordinates it with all interested staff offices, has it signed by the approving authority, and then sends it to you in the publications management office. When you receive the request, delete the publication from the index and add it to the list of obsolete publications. Also, announce the rescission in the publishing bulletin. If the publication prescribed any forms, send a copy of the request for rescission to the forms management office. File the request in the record set.

Issue corrected copies of publications only when typographical errors significantly change the meaning of the text. This is a mutually agreeable decision between you and the OPR. Use a star or asterisk to indicate each correction on the reissued publication.

Exercises (452):

1. Who should the publications manager assign to review new publications?

2. Who initiates the AF Form 399?

3. If the project officer indicates on the original AF Form 399 that no further action is required, what action will the publications manager take?

4. When should the publications manager initiate a review of a publication to determine its status and the status of each form it prescribes?

5. How does the process of initiating an annual review begin?

6. When would a special review be omitted?

7. What are publication record sets?

8. How are file folders arranged for standard publications?

9. What will the publications manager do with the manuscript when he or she has received the printed publication and checked it for typographical errors?

10. When would you issue corrected copies of a publication?

5-10. Processing, Editing, and Finalizing Publication Manuscripts

Reviewing and editing manuscripts will perhaps be your most time-consuming task as a publications management officer or staff member. Indeed, the tasks of reviewing and editing publication manuscripts and preparing them for reproduction may be the only reasons for having a publications management office in the first place. You should consider this section, then, to be the "heart" of the entire operation.

453. Specify procedures for processing, editing, and finalizing publication manuscripts.

Processing Manuscripts. Generally, manuscripts are processed in the order you receive them from the OPR. Occasionally you can process shorter publications sooner. Priority handling should be granted only when a project officer can justify it. Make sure project officers know how you schedule your work. When you first receive a manuscript, take time to read it through. Get a general idea of what it contains, and the problems it may present. For example, if it prescribes a form, notify the forms management office or send a copy of the manuscript to them.

Depending on your internal processing procedures and workload pressures, you may even accept a manuscript for a preliminary review, or arrange an informal conference with the project officer. In a preliminary review, you accept a draft with or without an AF Form 673, review or edit it, and tell the project officer ways to improve it.

Sometimes the project officer has little or no idea how to write a manuscript. An informal conference often helps the editor and project officer to appreciate each other's problems, and it gives you a chance to tell the project officer what procedures to follow.

You may receive a manuscript that has been fully coordinated, with signed AF Forms 673 and 800, for final processing. If, however, you had received and edited the manuscript earlier, compare the revised draft with your filed copy. Make sure the changes are acceptable. If they are, release the publication for printing. If they are not, return the manuscript to the OPR with your comments. If your organization requires writing service for that type of publication, handle it just as you would an uncoordinated publication draft.

As an editor, your job is to make sure that each manuscript you edit meets the policies and standards of AFR 5-1. Air Force publications are written on all phases of the Air Force mission for a variety of people. Each project officer has an individual writing style. Manuscripts vary in quality from very good to very poor. The effectiveness of the end product depends heavily on YOUR abilities and skills.

Are there any specific guidelines that you can use to meet the minimum editorial requirements? Figure 5-16 groups 28 specific items under four areas that you should review when you edit a manuscript. As a minimum, however, you should review the following items for all manuscripts. Keep in mind that these are only the MINIMUMS.

First, make sure the OPR has selected the correct type of publication (regulation, supplement, change, etc.) and the proper series.

Next, verify the parts for accuracy. Check the accuracy of the heading, subject, main titles, supersession line, and signature element, and so on. What's next?

Check the numbering or identification of organization elements used (parts, chapters, sections, paragraphs, attachments, figures, tables). Make sure the identification

RESEARCH

1. Have you:
   a. Checked indexes in the "0" series for related publications?
   b. Searched background files for pending information?
   c. Verified publication numbers and supersession statement?
   d. Verified references, abbreviations, symbols, and addresses?
   e. Checked forms referred to? Are titles of forms included the first time the form is mentioned?
2. Does the Privacy Act of 1974 apply? Federal Register? Occupational and Safety Health Act (OSHA) coordination? Environmental Protection coordination?
3. Does research raise question on essentiality of new publication? Can it be combined with another publication?
4. Is distribution appropriate?

EDIT

5. Are all pages accounted for and numbered correctly?
6. Is medium (regulation, manual, pamphlet, etc.) proper for text?
7. Is correct format used?
8. Are subject series title and number agreement with AFR 5-4?
9. Does subject title describe the text?
10. Does purpose statement explain what the publication is about and to whom it applies?
11. If contents is used, does it match the text exactly?
12. Is title page footnote complete and correct (supersession, summary reference, OPR, distribution)?
13. Are paragraph numbers sequence and do all titles describe text exactly?
14. Have you edited text for spelling, grammar, punctuation, and capitalization? Were you consistent in style and usage?
15. Are all elements included on signature page? Is authentication complete and correct?
16. Are illustrations identified and provided for at appropriate place in text? Are they reproducible?
17. Have you coordinated your corrections with project officer?

CHECK AF FORM 673

18. If manuscript is in for final processing, does it have proper signature in approval block?
19. Does it show coordination of all offices having a functional interest?
20. If proofs are requested, is proof box checked?
21. Have you signed off on form, indicating your approval to print publication?

CHECK PLAIN ENGLISH STANDARDS

22. Does the manuscript match the reading grade level of the target audience, as shown by the AF Form 800?
23. Is it written mainly in the active voice in a plain, uncluttered style?
24. Does it contain clearly constructed, grammatical sentences that:
   a. Average no more than 20 words?
   b. Contain simple, familiar words, rather than abstract words, unnecessary technical words, and jargon?
25. Does it avoid illogical and inconsistent shifts in the point of view (tense, person, or voice) within a paragraph?
26. Does it present material in a logical, orderly sequence:
   a. Each paragraph limited to one thought or subject?
   b. Each paragraph as brief as possible?
27. Does it use as many main paragraphs as possible, rather than drawn-out subparagraphing?
28. Does it contain clear descriptive titles for parts, chapters, sections, and paragraphs?

NPA5-425

Figure 5-16. Publications development checklist.

is in correct numerical or alphabetical sequence. If the manuscript has a table of contents, make sure the title and identifying number or letter of each item appear exactly as they are given in the text.

You should also edit for grammar, spelling, punctuation, capitalization, and use of abbreviations. Additionally, you should verify the references made to other publications and internal cross-references for accuracy and necessity. Moreover, you will need to make sure the material complies with the general policies applicable to all standard publications.

Make sure that illustrations are functional and correctly identified, and that the facility that does your reproduction can duplicate them. Then take a good look at the reading grade level.

Verify the manuscript's readability by reviewing the sample passages the project officer listed on AF Form 800. Double-check the computations. Don't make the RGL the sole reason for approving or disapproving a manuscript, but insist on short sentences and paragraphs, simple words, and active voice. Remember that a poorly written publication may still have an acceptable RGL. Above all else, apply the plain English standards to each manuscript you edit.

After reviewing the RGL, check to see if the OPR requested a cover. You can approve such a request only if the OPR has explained why a cover is needed. (We will discuss publication covers in more detail in the next section.) Most directive-type standard publications are kept in three-ring binders and do not need covers.

Who makes the distribution? Is it your responsibility to get the product out? No, but it is your job to see that the distribution the project officer proposed is accurate and adequate.

One of the final areas left for you to check is titles. Check to make sure that each main paragraph is titled. Titles for subparagraphs are optional, but if any are titled, ALL must be.

Once you have applied the minimum editorial requirements, you may be asked to provide writing service. This may involve completely reorganizing or rewriting the manuscript. Since this type of editing is time-consuming and requires highly skilled people, directors of administration (or comparable officials) at all levels must authorize it when their own requirements and resources permit.

Basically, manuscripts you edit fall into two categories: uncoordinated and fully coordinated. Review and edit an uncoordinated manuscript with or without a signed AF Form 673. Return the draft to (or discuss it with) the project officer for coordination and final approval. Keep a copy of the manuscript and AF Form 673 to discuss editorial changes with the project officer and to compare later.

The following procedures apply to a fully coordinated draft with a signed AF Form 673 and AF Form 800. If you have received and edited the manuscript earlier, compare it with your file copy or with the copy the OPR returns. If it is completely acceptable, release it for publication. If not, return it to the OPR with your comments. If your organization requires writing service for that type of publication, handle it as you would an uncoordinated draft.

Whether a manuscript has been coordinated or not, to the extent that you are permitted to do so, edit it by these guidelines. First, check to see that the organization is logical. Second, eliminate any inconsistent, conflicting, or inaccurate statements you may find, as well as any unnecessary, unfamiliar, or abstract words. Third, be sure to check the suitability of the tone and style of writing. Finally, check whether the figures and tables are meaningful. If none are included, suggest them to the project officer if they will present the information more effectively.

Discuss major editorial changes or changes you want to make with the project officer. Respect the project officer's position and requirements. Remember that the project officer doesn't always have complete control over what is said in the manuscript. It is very important to develop a good working relationship with the project officer, because each manuscript should reflect your combined efforts.

The Final Steps. When you are satisfied that a manuscript is ready for publication you will need to see that a control number is written or typed on the title and subsequent pages. You should estimate the distribution date. If the publication is a change, write or type that date in the heading on the title page or transmittal page. This date becomes the publication's effective date unless the OPR has specified a different date on the line below. The OPR also may specify an expiration date on that line and, in rare instances, both (for example: "Effective 15 January 1985/Expires 14 July 1985"). Show dates on all pages. For camera-ready publications, project officers must contact their publications managers, and have them assign realistic dates that will coincide, as closely as possible, with distribution dates.

Exercises (453):

1. Generally, in what order does the publications management office process manuscripts?

2. What is the first thing you should do when you receive a publication manuscript?

3. How does an informal conference benefit both the editor and project officer?

4. Whose job is it to see that the distribution the project officer proposed is accurate and adequate?

5. **What is the rule about titling subparagraphs of publications?**

6. **Who must authorize writing service?**

7. **Why is it important for a publications manager to develop a good relationship with the project officer?**

8. **List the final steps taken to release a manuscript for publication.**

Forms Management

MANY TASKS ARE done with the use of forms; and a great quantity of valuable information is entered, stored, and retrieved from every conceivable size, shape, and level of organizational forms that heve been developed and used Air Force-wide or that are designed locally. No matter what the origin of the forms may be, you, as an administration specialist, should be familiar with their development, use, and management.

6-1. Responsibilities

Just as there must be a need for a publication, so must there also be a need for a form. This need usually begins in the office of primary responsibility. This office and the forms management office share to a certain extent the responsibility for both the development and demise of a form. We hope the information we present here will bring into sharper focus the relationship between the office of primary responsibility and the office of the forms manager.

454. Cite the responsibilities of the office of primary responsibility and the forms management office.

Office of Primary Responsibility (OPR). Perhaps the greatest responsibility the OPR has is also the easiest—visit or call the forms management office before developing a form. The advice and expertise the forms people can offer is invaluable. They will fill you in on what your other responsibilities are. For example, they'll tell you how to coordinate your proposed form with functional area officials. They will help you develop a Privacy Act Statement, if your form falls under that law. They'll remind you, too, that you must send them an AF Form 1141, Request for Approval of Form, for each proposed new or revised form, or form with a construction change (i.e., changing a card form to a cut-sheet form). They will tell you that you will need to prescribe your form in some type of official publication, and that you will have to see to it that the publication is updated each time your form is revised or if you discontinue it. And they will certainly tell you to send them an AF Form 1382, Request for Review of Publication and Form(s), when you make your form obsolete or replace it.

The Forms Manager. Remember the forms management objectives we talked about earlier in Volume 1. Well, it is the forms manager's primary responsibility to accomplish those objectives. To the forms manager also falls the burden of reducing the cost of completing, using, and filing forms. Related to this is the responsibility of achieving savings in the design, requisitioning, storing, and distributing forms. These overall or general responsibilities are fulfilled each time a specific responsibility is accomplished.

The forms manager serves as a staff officer in all matters pertaining to forms management. He or she not only does a complete procedural analysis of all forms, but also designs and numbers them. At least annually, the forms manager reviews all forms for essentiality and currency.

The forms manager is the final approval authority for new or revised forms, reprints of existing forms, overprints, and for granting waivers for exceptions in coordination with the OPR. The forms manager must know the rule for revising forms (only when stocks of the current edition reach a replenishment level), and when to apply the exceptions to the rule (when the revision would correct a serious deficiency in the current edition, make a major improvement, result in significant savings, or when directed by higher headquarters).

Conducting surveys and evaluations is yet another responsibility of the forms manager. After all, this is the only way he or she has to know whether the objectives of forms management are being met. The forms manager has the authority, of course, to initiate corrective action in any area falling short of an objective.

Being a forms manager means also ensuring that each proposed form subject to a congressional act or a management information requirement, such as the Privacy Act of 1974 or the Paperwork Reduction Act of 1980, is seen and approved by the people who keep track of such things.

As is the case in most things governmental, conservation is a must in forms management. Instead of creating local forms, the forms manager must use higher echelon forms when possible, and cut down on the number of forms being used by getting rid of all nonessential or duplicate forms and combining similar or related forms.

Earlier we spoke of forms managers as advisors, and that they are! It's their responsibility to provide the OPR expertise in developing forms to support new and revised systems, policies, or reports. They also inform the OPR of the impact the form will have on the organization, and of the lead time that is required to get the form approved, designed, and into the field. They also help the OPR evaluate suggestions concerning forms.

Record keeping is another responsibility of the forms manager. Maintaining numerical and functional files of forms, and form registers will all be discussed a little later.

Finally, as are all supervisors, forms managers are responsible for training their staff. This is done either through OJT, GSA training courses, or by encouraging their self-improvement.

Exercises (454):

1. Whose responsibility is it to prescribe forms in directives?

2. The development of a Privacy Act Statement to be placed on a form is a responsibility of which of the two activities discussed in the text?

3. Which office maintains forms files?

6-2. The Birth and Development of a Form

As we have said, forms are printed documents with blank spaces for the insertion of specific information. They are designed for quick preparation, submission, and review. They begin as mere ideas in the mind of the OPR and, usually, are first mentioned in a prescribing directive.

455. Specify the requirements for prescribing a form and state how to request approval of a form.

Prescribing a Form. The same standard or specialized publication that establishes the need for a form must also make it clear that the use of the form is mandatory by all organizations and persons to whom the directive normally applies. Additionally, the publication must identify the form, state its purpose, tell who will prepare it, explain or illustrate how to fill it out, give the number of copies, and state when and where to send them. The publication also must list all forms it prescribes. Other special requirements may include:

- Explaining how to get and use special filing equipment that might be needed to store the completed forms.
- Instructions for marking, receipting, protecting, and accounting for the controlled forms it prescribes.
- Explaining where to send requisitions for forms if the source of supply is other than the normal publishing distribution system.

Requesting Approval of a Form. The OPR fills out an AF Form 1141 for each new or revised form, or a construction change (fig. 6-1). In addition to this form, the OPR must send to the forms management office a rough sketch of the proposed form, as well as a draft copy of the prescribing directive.

Exercises (455):

1. What information must a publication give concerning any form it prescribes?

2. What other special information might a directive give about the form it prescribes?

3. What items must the OPR submit to the forms management office to request approval of a form?

456. Cite how to analyze a request for approval of a form.

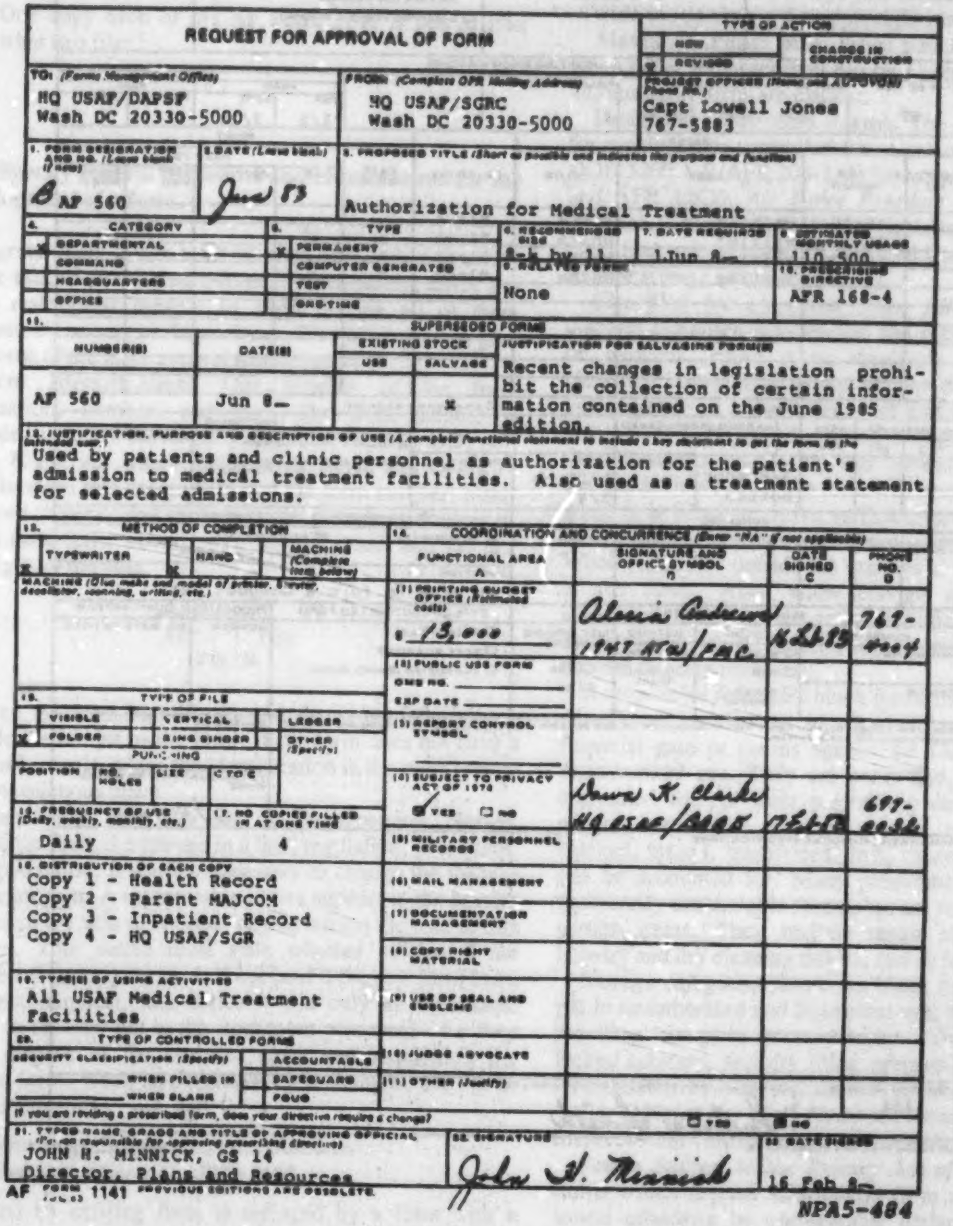
Analyzing the Request. The forms analyst first analyzes all the information requirements the OPR has entered on the AF Form 1141 to make sure the methods and procedures in the prescribing directive are compatible.

NOTE: In some activities, the forms analyst and the forms manager are the same person; in others, they are separate individuals. For simplicity's sake, we will treat them as one person.

In a nutshell, forms analysts make sure the OPR has filled out all necessary items on the AF Form 1141. They should also develop printing and binding specifications. Additionally, they should complete the forms management office portion (items 1 and 2 on the front and applicable items on the reverse) of the AF Form 1141 based on the total analysis of the proposed form. Figure 6-2 is the reverse side of the AF Form 1141. They should then approve the AF Form 1141 and make it a permanent part of the numerical forms file. (We will cover forms files in more detail later.) Finally, they should see to it that a completed copy of AF Form 1141 and a printed copy of the form are maintained with a record set of the directive.

Exercises (456):

1. What is the first thing the forms analyst does after receiving the AF Form 1141?



REQUEST FOR APPROVAL OF FORM

TYPE OF ACTION: ☐ NEW ☒ REVISED ☐ CHANGE IN CONSTRUCTION

TO: (Forms Management Office)
HQ USAF/DAPSF
Wash DC 20330-5000

FROM: (Complete OPR Mailing Address)
HQ USAF/SGRC
Wash DC 20330-5000

PROJECT OFFICER (Name and AUTOVON Phone No.)
Capt Lowell Jones
767-5883

1. FORM DESIGNATION AND NO. (Leave blank if new): B AF 560

2. DATE (Leave blank): Jun 85

3. PROPOSED TITLE (Short as possible and indicates the purpose and function): Authorization for Medical Treatment

4. CATEGORY: ☒ DEPARTMENTAL ☐ COMMAND ☐ HEADQUARTERS ☐ OFFICE

5. TYPE: ☒ PERMANENT ☐ COMPUTER GENERATED ☐ TEST ☐ ONE-TIME

6. RECOMMENDED SIZE: 8-½ by 11

7. DATE REQUIRED: 1 Jun 8–

8. ESTIMATED MONTHLY USAGE: 110,500

9. RELATED FORMS: None

10. PRESCRIBING DIRECTIVE: AFR 168-4

11. SUPERSEDED FORMS

NUMBER(S)	DATE(S)	EXISTING STOCK USE	EXISTING STOCK SALVAGE	JUSTIFICATION FOR SALVAGING FORM(S)
AF 560	Jun 8–		x	Recent changes in legislation prohibit the collection of certain information contained on the June 1985 edition.

12. JUSTIFICATION, PURPOSE AND DESCRIPTION OF USE (A complete functional statement to include a key statement to get the form to the intended user.)
Used by patients and clinic personnel as authorization for the patient's admission to medical treatment facilities. Also used as a treatment statement for selected admissions.

13. METHOD OF COMPLETION: ☒ TYPEWRITER ☒ HAND ☐ MACHINE (Complete item below)
MACHINE (Give make and model of printer, bruster, decollator, scanning, writing, etc.)

15. TYPE OF FILE: ☐ VISIBLE ☐ VERTICAL ☐ LEDGER ☒ FOLDER ☐ RING BINDER ☐ OTHER (Specify)
PUNCHING: POSITION / NO. HOLES / SIZE / C TO C

16. FREQUENCY OF USE (Daily, weekly, monthly, etc.): Daily

17. NO. COPIES FILLED IN AT ONE TIME: 4

18. DISTRIBUTION OF EACH COPY
Copy 1 - Health Record
Copy 2 - Parent MAJCOM
Copy 3 - Inpatient Record
Copy 4 - HQ USAF/SGR

19. TYPE(S) OF USING ACTIVITIES: All USAF Medical Treatment Facilities

20. TYPE OF CONTROLLED FORMS
SECURITY CLASSIFICATION (Specify)
______ WHEN FILLED IN
______ WHEN BLANK
☐ ACCOUNTABLE ☐ SAFEGUARD ☐ FOUO

14. COORDINATION AND CONCURRENCE (Enter "NA" if not applicable)

FUNCTIONAL AREA A	SIGNATURE AND OFFICE SYMBOL B	DATE SIGNED C	PHONE NO. D
(1) PRINTING BUDGET OFFICE (Estimated costs) $ 13,000	Alesia Andrews 1947 ATW/FMC	16 Feb 85	767-4004
(2) PUBLIC USE FORM OMB NO. ______ EXP DATE ______			
(3) REPORT CONTROL SYMBOL ______			
(4) SUBJECT TO PRIVACY ACT OF 1974 ☑ YES ☐ NO	Dawn K. Clarke HQ USAF/DADF	17 Feb 85	697-2032
(5) MILITARY PERSONNEL RECORDS			
(6) MAIL MANAGEMENT			
(7) DOCUMENTATION MANAGEMENT			
(8) COPY RIGHT MATERIAL			
(9) USE OF SEAL AND EMBLEMS			
(10) JUDGE ADVOCATE			
(11) OTHER (Justify)			

If you are revising a prescribed form, does your directive require a change? ☐ YES ☒ NO

21. TYPED NAME, GRADE AND TITLE OF APPROVING OFFICIAL (Person responsible for approving prescribing directive)
JOHN H. MINNICK, GS 14
Director, Plans and Resources

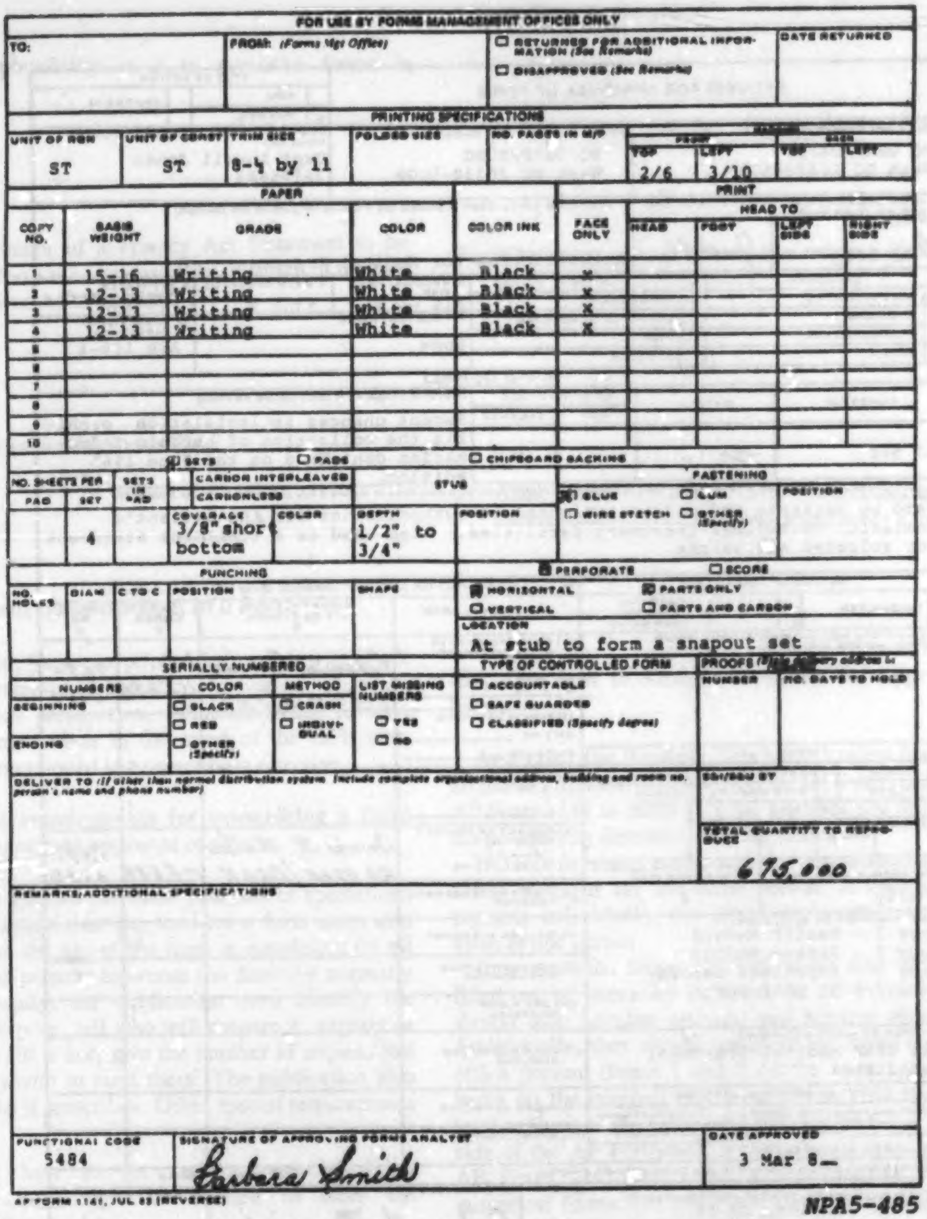
22. SIGNATURE: John H. Minnick

23. DATE SIGNED: 16 Feb 8–

AF FORM 1141 (JUL 83) PREVIOUS EDITIONS ARE OBSOLETE.

NPA5-484

Figure 6–1. Sample, AF Form 1141.



FOR USE BY FORMS MANAGEMENT OFFICES ONLY

TO:

FROM: *(Forms Mgt Office)*

☐ RETURNED FOR ADDITIONAL INFORMATION *(See Remarks)*

☐ DISAPPROVED *(See Remarks)*

DATE RETURNED

PRINTING SPECIFICATIONS

UNIT OF RQN	UNIT OF CONST	TRIM SIZE	FOLDED SIZE	NO. PAGES IN M/P	MARGIN FRONT TOP	MARGIN FRONT LEFT	MARGIN BACK TOP	MARGIN BACK LEFT
ST	ST	8-½ by 11			2/6	3/10		

COPY NO.	BASIS WEIGHT	GRADE	COLOR	COLOR INK	FACE ONLY	HEAD TO HEAD	HEAD TO FOOT	HEAD TO LEFT SIDE	HEAD TO RIGHT SIDE
1	15-16	Writing	White	Black	x				
2	12-13	Writing	White	Black	x				
3	12-13	Writing	White	Black	X				
4	12-13	Writing	White	Black	X				
5									
6									
7									
8									
9									
10									

☒ SETS ☐ PADS ☐ CHIPBOARD BACKING

NO. SHEETS PER PAD	NO. SHEETS PER SET	SETS IN PAD	☐ CARBON INTERLEAVED / ☐ CARBONLESS — COVERAGE	COLOR	STUB DEPTH	STUB POSITION	FASTENING	POSITION
	4		3/8" short bottom		1/2" to 3/4"		☒ GLUE ☐ GUM ☐ WIRE STITCH ☐ OTHER *(Specify)*	

PUNCHING

NO. HOLES	DIAM	C TO C	POSITION	SHAPE

☒ PERFORATE ☐ SCORE

☒ HORIZONTAL ☒ PARTS ONLY

☐ VERTICAL ☐ PARTS AND CARBON

LOCATION: At stub to form a snapout set

SERIALLY NUMBERED

NUMBERS: BEGINNING / ENDING

COLOR: ☐ BLACK ☐ RED ☐ OTHER *(Specify)*

METHOD: ☐ CRASH ☐ INDIVIDUAL

LIST MISSING NUMBERS: ☐ YES ☐ NO

TYPE OF CONTROLLED FORM

☐ ACCOUNTABLE

☐ SAFE GUARDED

☐ CLASSIFIED *(Specify degree)*

PROOFS: NUMBER / NO. DAYS TO HOLD

DELIVER TO *(If other than normal distribution system. Include complete organizational address, building and room no. person's name and phone number)*

SSI/SSU BY

TOTAL QUANTITY TO REPRODUCE: 675,000

REMARKS/ADDITIONAL SPECIFICATIONS

FUNCTIONAL CODE: 5484

SIGNATURE OF APPROVING FORMS ANALYST: Barbara Smith

DATE APPROVED: 3 Mar 8—

AF FORM 1141, JUL 83 (REVERSE)

NPA5-485

Figure 6-2. Sample, AF Form 1141 (reverse).

2. What areas on the AF Form 1141 are considered to be the forms management office portions?

3. One copy each of the AF Form 1141 is placed into what two files?

457. Specify general guidelines and requirements for the development of a form.

A great many things must be considered when you take on the task of developing a form. Unfortunately, space and other restrictions prevent us from placing all of them between the covers of this volume. We can, however, give you some of the more general requirements.

Form Identification. This consists of the form designation, number, and date. The form number is preceded by an abbreviated designation (such as DD, AF, TAC, 832 CSG) which indicates its origin and extent of use. Between this designation and the form number, insert the word "Form" and show the date immediately below it. Use a three-letter abbreviation for the month and the last two digits of the year:

FORM
ATC 1159
DEC 76

Place the form identification in the lower left margin, outside the border of the form. If the form does not have a standard margin, place the identification in the most logical and conspicuous place.

When and How to Use a Supersession Notice. Whenever there is a change in a law, regulation, procedure, or organization, it is often necessary to change the form(s) that relate to it. A supersession notice appears in the bottom margin of the new or revised form to inform the user of this change. This notice must state whether stocks of the obsolete form may be used. If not (and if the new form has a different number), this notice is not only an invaluable guide to the user but to the stockroom personnel—for they must dispose of the obsolete stock and requisition the current form. When an existing form is changed, use one of these statements:

- Previous edition(s) (is) (are) obsolete.
- Previous edition(s) will be used.

When an existing form is replaced by a form with a different number, use one of these statements:

- Replaces (enter form number and edition date) which is obsolete.
- Replaces (enter form number and edition date) which will be used.

Multiple Page Forms. If the form consists of multiple pages which are folded or stapled together, place the page number on each page, in the lower right border. (For example, "Page 1 of 6 Pages," "Page 2 of 6 Pages," etc.). If the form is a single-page form, but it is designed so that more than one page will be prepared by the user, place in the upper right corner, within the border: "Page ____ of ____ pages." If necessary, this statement may be placed outside the border, in the upper right margin.

Maximum Paper Size. When possible, design forms to fit on paper no larger than 8½ by 11 inches. Forms used in automated systems are exempt.

Designing Controlled Forms. The OPR is responsible for making sure controlled forms are marked according to DOD 5200.1-R/AFR 205-1, *Information Security Program*, and AFR 12-30, *Air Force Freedom of Information Act Program*. Controlled forms include forms that are classified, accountable, For Official Use Only, or ones that require storage safeguard.

Classified (or classified when filled in) forms that disclose classified information and classified titles should be avoided unless it is absolutely necessary. When classified information would be revealed by a form title, you must use an unclassified short title for reference. If the blank form is classified, show the overall classification of the information at the top and bottom when the form is designed. However, if the form will become classified only when it is filled in, leave sufficient space for the overall classification marking by adding the notation: "____ When Filled In" outside the margins at the top and bottom of the form. Also, allow enough space for entering associated markings such as the classification authority and downgrading or declassification instructions if the OPR decides they are necessary.

Accountable forms are blank forms that could jeopardize Air Force installation security or result in fraudulent financial gain or claims against the Government through unauthorized use. They are controlled, safeguarded, and accounted for per their prescribing directives. They are printed with serial numbers so that each form printed, stocked, issued, transferred, lost, cancelled, or destroyed can be accounted for. Many prenumbered forms are not necessarily accountable forms, but are numbered to control certain items. They include repair and baggage tags, laundry and dry cleaning tickets, and so forth.

Storage safeguard forms are blank forms that could be put to unauthorized and fraudulent use, but not to a degree requiring complete accountability. They are stored in locked cabinets, security filing cabinets, or secure rooms. Accountability procedures are not required.

For Official Use Only forms are forms whose markings must conform with the provisions of AFR 12-30.

Forms Subject to the Privacy Act of 1974. These are forms which request information from an individual that would otherwise be unreleasable under the Freedom of Information Act. The OPR is responsible for constructing a Privacy Act Statement (PAS) and coordinating it with the staff judge advocate (SJA) and the Privacy Act officer. The OPR then sends the AF Form 1141 with the PAS, an outline of the new or revised form, and the prescribing directive, through the Privacy Act officer, to the forms management officer for analysis, development, and processing. The forms manager also ensures that the PAS is written in a language that can easily be understood by users and that it is displayed in one of several different ways.

The PAS is most commonly displayed on the face of the form, preferably below the title, so the individual is advised in advance of the information required by the Privacy Act. Where else? On the reverse of the form, with the notation on the face of the form under the title, "This form is subject to the Privacy Act of 1974, see reverse."

Are any PASs used as attachments? Yes. Attached to the form is a tear-off sheet, with the notation under the title, "This form is subject to the Privacy Act of 1974, see tear-off sheet."

Could you issue the PAS as a separate form? You surely can. They may be issued as a separate form bearing the same number as the basic form, for example, AF Form 10(PA). Under the title of the form place this note: "This form is subject to the Privacy Act of 1974. See separate PAS, AF FORM 10(PA)."

When several forms in the same functional area are similar in their authority, purpose, routine use, and disclosure, the forms manager should try to have a single PAS ("blanket" PAS) developed to cover all of them. Below the title of the form place the statement: "This form is subject to the Privacy Act of 1974. Use blanket PAS, (Form No.)."

General Purpose Forms. General purpose departmental forms were developed to save time that otherwise might be spent drawing a format on paper. They can be used as logs, in program planning, and in compilations. General purpose forms have vertical and horizontal lines but no item headings. The user enters item headings either by hand or typewriter. These forms are designed with six and ten lines to the inch for manual or machine completion, respectively.

The form numbers printed on general purpose forms identify them in their blank state only—they do not identify the entries the user adds to the form.

While we're on the subject of numbers, keep these points in mind. General purpose forms may be used without renumbering if they are being used as a design layout to draft a proposed standardized form. They may be used also if they are modified to further the use, but if no reproduction will be required. They may also be used in the original format without modification.

There are, however, three conditions under which general purpose forms are renumbered within the using activity's numbering system: (1) if lines are added to the form to change the design and sufficient copies are required to warrant reproduction; (2) if the form is used to collect information subject to the Privacy Act of 1974; and (3) if you use it to collect information on a recurring basis.

Overprinting Forms. Overprinting is printing fixed, repetitive fill-in data over a previously printed surface. Overprinting additional information requirements onto blank forms must be justified and cost effective. Such an effort also must be coordinated with the original OPR and the forms manager. You should not overprint signature elements, names, telephone numbers, and similar data that is subject to change unless the savings in work hours can justify the extra cost and it is not prohibited by other directives. To avoid waste, limit the quantity of forms produced for this purpose. You don't have to use available stocks of forms for overprinting if it is more practical and economical to reproduce the entire form, together with its repetitive fill-in information in the same printing. Don't change the forms' design, size, or type of construction. The forms manager and the reprographics manager determine which process is most cost effective. Place the originator's organization, followed by the word "overprint" in the lower right margin of the form.

Exercises (457):

1. What elements comprise a form's identification?

2. When does it sometimes become necessary to use a supersession notice on a form?

3. Where are multiple-page forms numbered?

4. When possible, forms should be designed to fit paper no larger than what size?

5. Who is responsible for making sure controlled forms are properly marked according to security directives?

6. List the types of controlled forms.

7. What is the requirement concerning titles of classified forms?

8. In order of precedence, list the areas on a form where a Privacy Act Statement may appear.

9. Why were general purpose forms developed?

10. Under what three conditions must general purpose forms be renumbered?

11. What is overprinting and how is an overprinted form identified?

6-3. The Role of the Forms Management Office

In addition to advising and assisting the OPR in the development of forms, the forms manager also maintains certain files and records for publishing and distributing indexes and conducts reviews.

458. Cite how to organize and use forms files.

Numerical File. The numerical file is the history file and as such is an important tool of the forms manager. It is referred to in processing a revision or a reprint, in conducting periodic reviews of forms, and in evaluating recommendations on the design, construction, and printing of forms. The folders are arranged numerically, according to the form designation and the number on the folder. The material in each folder should be arranged chronologically, with the most recent date on top. When a form is obsolete, withdraw the folder from the active files, annotate it, and place it in the obsolete file.

Each folder must contain, as a minimum, these six items: First, an approved AF Form 1141 submitted by the OPR for the form and all revisions. Second, the latest printing specifications. Third, the latest AF Form 1382, Request for Review of Publication and/or Form(s), showing the status of the form. Fourth, a final draft/master or a copy of the current edition of the form showing the OPR's approval. Fifth, the documentation about the form. Sixth, a copy of each printed edition of the form.

Functional File. The functional file is maintained at HQ USAF and at MAJCOM and SOA level. It is maintained by an activity under MAJCOM or SOA level if directed by the MAJCOM or SOA forms manager. This file is used as a management and control tool to prevent the creation of new forms that would duplicate existing forms serving the same purpose; reveal unnecessary duplication of information when two or more forms are used in a specific system or procedure; and standardize and revise existing forms and related procedures used for the same function.

At HQ USAF this file must include a copy of all the departmental, MAJCOM, and SOA forms, and forms from organizations reporting directly to the MAJCOM and SOA forms manager.

Each folder contains a copy of all the current forms that are classified under a given functional code. There should be a separate folder for each functional code that is used. The folder should be arranged numerically according to the functional classification code. Figure 6-3, extracted from an attachment to AFR 9-1, *The Air Force Forms Management Program*, shows some of these codes and the corresponding publications series numbers. When a form is obsolete or replaced by a later edition, remove it from the file.

Unless a form supports more than one function, it is classified under one functional code. To determine the proper functional classification, the forms manager consults the primary functional code. Although some series, such as the 11- and 65-series, cover broad functions within a given subject description, the forms they prescribe are classified according to the function they support. For example, if a form has been prescribed by a directive in the 65 publication series, but concerns only Electronic Data Processing (EDP) procedures in "Maintenance," the forms would be assigned to the functional code 4400 for "Maintenance." If a functional code does not fit any subcategory of a code, it should be classified under the primary code. The code is assigned in the following manner. The first two digits are assigned according to the primary function. The third digit is assigned according to the secondary breakdown within the primary code. The fourth digit is assigned to indicate the specific category within the secondary breakdown.

Exercises (458):

1. What are the two kinds of files which you, as a forms manager, must maintain?

2. Which forms file is the history file?

3. In a numerical file, how are the materials arranged in the folders?

4. Which of the two files are maintained at HQ USAF and at each MAJCOM?

5. How are folders arranged in a functional file?

6. What are the uses of a functional file as a management and control tool?

7. When, if ever, would a form be classified under more than one functional code?

8. What does the forms manager consult to determine the proper functional classification of a form?

459. Specify how to use a forms register and how to make progress reports to higher headquarters.

Forms Register. This is an essential tool for the forms manager. A forms register is used to prepare indexes, to dispose with obsolete numerical titles, and to reuse numbers of discontinued forms. It is made up of two sections, current and obsolete. To avoid an unnecessary administrative burden in its adoption, the forms management office is advised to use an AF Form 1797, Forms Register, for each form, at the time the form is given its annual review. In this way, the register should be in use for all forms at the end of the first 1-year cycle of review.

Current section. To maintain the current section of the register, you will have to prepare an AF Form 1797 for each form that is current. List the data in the same order as shown in the forms index. Each card is filed numerically by form class. Use a tab divider for each class (organization, headquarters, office). You also would pencil in all the information that is subject to the change. Additionally, to simplify access and make reference more convenient, insert a tab divider for successive groups of numbers (such as 1 to 25, 26 to 50, etc.). The last thing you need to do is place a divider labeled "Forms Numbers to be Reused," behind the current record and place the card for each obsolete form behind this folder. (NOTE: Numerical files of office forms are not retained after they become obsolete and office forms are not published in an index.)

Obsolete section. As soon as a form is discontinued, remove the AF Form 1797 for that form from the current section. Enter on the register the date the form became obsolete, and file it in the obsolete section under the month it became obsolete. (This file should have a tab divider for each month.) This card may then be destroyed after its date of obsolescence. Obsolete form numbers may be reused 1 year after the date the form becomes obsolete.

Progress and Status Reports. Within HQ USAF, the publications and forms management section of the Publishing System Management Branch, Publishing Division, is responsible for planning, developing, and directing the Air Force forms management program. Through a progress report, HQ USAF collects from the commands the management information it needs to evaluate the effectiveness of this program. You will be directly involved with this report.

Once each year (as of November, for the period of 1 Oct through 30 Sep), the forms manager at each MAJCOM and SOA consolidates the command inventory of field forms and reports the total to HQ USAF on AF Form 1799, Forms Management Progress Report. This report must reach HQ USAF by 1 November. The command forms manager establishes requirements for reports from subordinate activities to fulfill this requirement. AF Form 1798, Forms Management Activity Record, is used in maintaining a daily log of data required to complete AF Form 1799, Forms Management Progress Report. It is designed so that column totals may be transcribed to the progress report mentioned above.

Exercises (459):

1. For what purpose is a forms register used?

2. What form is used in the forms register?

3. What are the two sections in a forms register?

4. When does the forms manager at each MAJCOM and SOA consolidate the command inventory of field forms and report the total to HQ USAF?

460. Cite procedures for reviewing the status of forms, for obsoleting a form, and for publishing forms indexes.

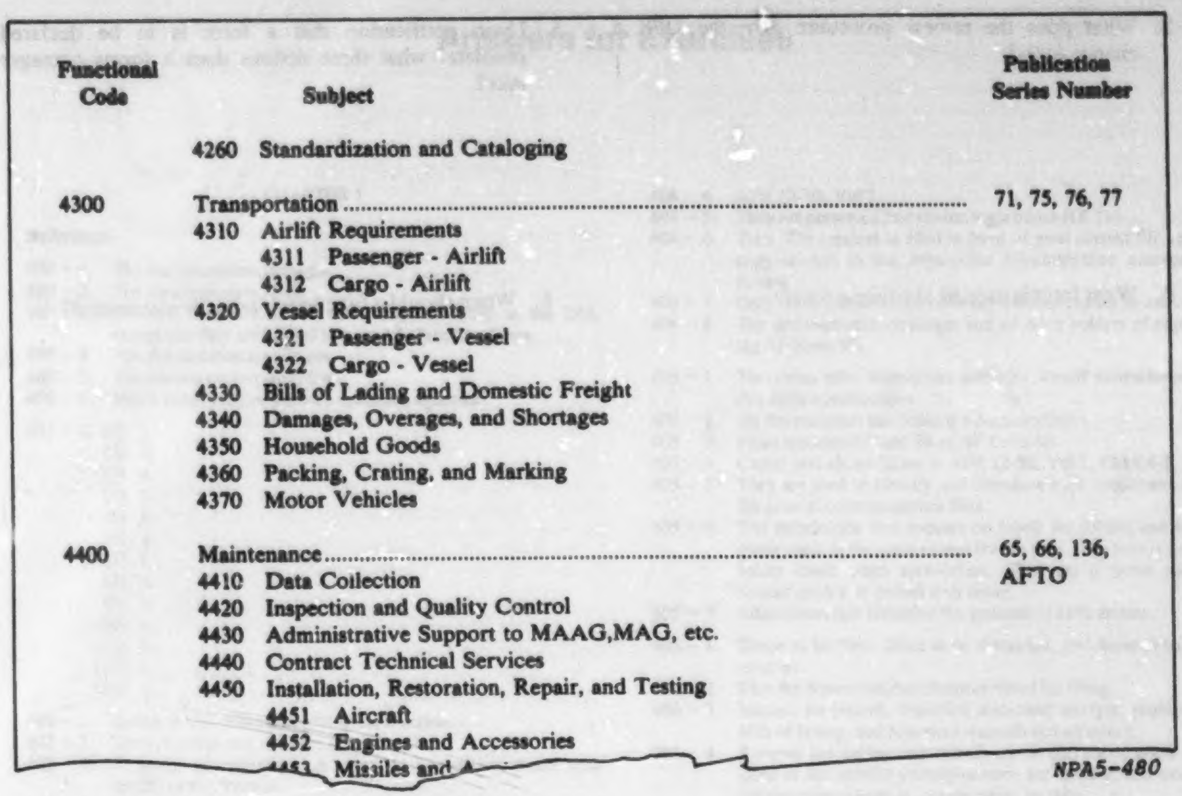
Reviewing the Status of Forms. At least annually the forms managers review the status and continued need for forms used by the activities they serve. If necessary, they should initiate a special review to learn the status of items that need to be reprinted. If this involves a large number of forms, this review may be done in steps—by examining a few folders each day, week, or month—so that each form is reviewed sometime during the year.

If the file shows that there have been no reprints of a form for a significant interval, this may indicate that the form is not being used. In any case, the analyst should submit an AF Form 1382, Request for Review of Publication and/or Form(s), to the OPR, to learn if the form is being used.

No matter how meticulously the form may have been analyzed when it was designed, the decisions made as to its organization and audience were based on an estimate of its anticipated usage. Consequently, its usefulness and effectiveness can be assessed far better after the form and procedures have been in use for a while. The review procedures (see procedures outlined in AFR 5-1, *Air Force Publications Management Program*) give the OPR a chance to:

- Declare the form current and essential.
- Eliminate unnecessary duplication of information.
- Revise or eliminate the form.
- Take corrective actions.

If, as a result of its review of a form, the OPR decides to make the form obsolete, it (the OPR) notifies the forms manager by AF Form 1382, citing any replacements for the obsoleted form. If the form is prescribed, the OPR also includes in the Remarks section of AF Form 1382, the date the prescribing directive will be rescinded or changed. The



Functional Code	Subject	Publication Series Number
	4260 Standardization and Cataloging	
4300	Transportation	71, 75, 76, 77
	4310 Airlift Requirements	
	4311 Passenger - Airlift	
	4312 Cargo - Airlift	
	4320 Vessel Requirements	
	4321 Passenger - Vessel	
	4322 Cargo - Vessel	
	4330 Bills of Lading and Domestic Freight	
	4340 Damages, Overages, and Shortages	
	4350 Household Goods	
	4360 Packing, Crating, and Marking	
	4370 Motor Vehicles	
4400	Maintenance	65, 66, 136, AFTO
	4410 Data Collection	
	4420 Inspection and Quality Control	
	4430 Administrative Support to MAAG,MAG, etc.	
	4440 Contract Technical Services	
	4450 Installation, Restoration, Repair, and Testing	
	4451 Aircraft	
	4452 Engines and Accessories	
	4453 Missiles and A	

NPA5-480

Figure 6-3. Classification codes and publication series numbers.

forms manager then lists the form in the base or publishing bulletin along with disposition instructions. He or she removes the numerical file and the functional file from the active files and annotates the forms register, moves the form from the active section of the forms indexes to the obsolete section.

Publishing Numerical and Functional Indexes. Each forms management office must publish and keep current an index of the forms it issues, using the index format shown in AFR 0-9, *Numerical Index of Departmental Forms*. When the forms inventory is large enough, a functional index should be maintained as shown in AFR 0-12, *Functional Index of Departmental Forms*. Each forms management office must keep current a master copy of its own form index, which must be annotated as explained in AFR 5-31. When the index needs revision, cut the annotated master copy off on the last day of the month and use it as the publications draft of the revised index.

Exercises (460):

1. How often should forms managers review the status and continued need for forms used by the activities they service?

2. If a form has had no reprints in a significant interval, whom should the forms manager consult?

3. **What does the review procedure give the OPR a chance to do?**

4. **What form is used to obsolete a form?**

5. **Upon notification that a form is to be declared obsolete, what three actions does a forms manager take?**

6. **When should a functional index be maintained?**

Answers for Exercises

CHAPTER 1

Reference:

400 – 1. The documentation manager.
400 – 2. The documentation clerk.
400 – 3. FADMs have almost the same responsibilities as the DM, except that they are limited to a specific functional area.
400 – 4. The documentation manager.
400 – 5. The documentation custodian.
400 – 6. Major commands or separate operating agencies.

401 – 1. (1) j.
(2) d.
(3) e.
(4) f.
(5) h.
(6) g.
(7) i.
(8) a.
(9) b.
(10) c.
(11) k.
(12) l.
(13) m.

402 – 1. In or near the office performing the function.
402 – 2. Tend to create and maintain duplicate files.
402 – 3. A group of documents or other documentation media with similar characteristics.
402 – 4. Documentation concerning the subject matter of the mission of the office; its specific disposition is not given in AFR 12-50, Vol 2.
402 – 5. 90 days or less.
402 – 6. (1) a.
(2) c.
(3) f.
(4) e.
(5) d.
(6) b.

403 – 1. To arrange general correspondence files by subject.
403 – 2. 30.
403 – 3. By three-letter symbols.
403 – 4. ADM-OFFICE ADMINISTRATION and the major category that represents the mission and responsibilities of the office.
403 – 5. The list of major categories and their subdivisions that you have selected (written down).
403 – 6.

ADM	Major Category
ADM 1	Primary
ADM 1-1	Secondary
ADM 1-1-1	Tertiary
ADM 1-2	Secondary
ADM 2	Primary
ADM 2-1	Secondary
ADM 2-1-1	Tertiary
ADM 3	Primary
ADM 4	Primary
ADM 4-1	Secondary
ADM 4-1-1	Tertiary
ADM 4-1-1-1	Quaternary

404 – 1. To identify all documentation for which an office of record has responsibility.
404 – 2. The title or description of each documentation series, the filing arrangement of each series, and the disposition of each series.
404 – 3. In the same sequence it will be arranged in the filing equipment.
404 – 4. AFR 12-50, Vol 2.
404 – 5. They are presented in decision logic tables (DLTs).
404 – 6. Two. The original is filed in front of your current file and the copy is sent to the responsible documentation manager for review.
404 – 7. Only when further corrections or additions cannot be made.
404 – 8. The documentation manager and all other holders of copies of the AF Form 80.

405 – 1. The series title, disposition authority, cutoff instructions, and disposition instructions.
405 – 2. On the container that holds the documentation.
405 – 3. From columns 6A and 6B of AF Form 80.
405 – 4. Cutoff periods are found in AFR 12-50, Vol 1, Chart 4-1.
405 – 5. They are used to identify and introduce each major category in the general correspondence files.
405 – 6. The information that appears on labels for folders and locator guide cards is the same except for the year. The year is used on folder labels when appropriate. The year is never used on locator guides, to permit their reuse.
405 – 7. Information that identifies the contents of each drawer.

406 – 1. Those to be filed, those to be discarded, and those to be acted on now.
406 – 2. That the documents have been certified for filing.
406 – 3. Memos for record, classified document receipts, requisitions, bills of lading, and historical research and reference.
406 – 4. Remove any earlier correspondence on file; check to see if any parts of the current correspondence are lacking; and assemble the complete papers in reverse order, by date.

407 – 1. When a document has more than one subject or other coding under which it should be filed, or when a document is brought forward to be consolidated with another file.
407 – 2. Use the extra copy for cross-referencing instead of an Optional Form 21.
407 – 3. Circle the bottom file code.
407 – 4. AF Forms 614 or 614a, Charge Out Record.
407 – 5. In the file in place of the borrowed document.

408 – 1. By programming all Air Force documentation for retention or destruction.
408 – 2. Any documentation that reflects the organization, functions, policies, decisions, procedures, and essential transactions of the Air Force, and those that protect the legal and financial rights of the Government and of persons directly affected by Air Force actions.
408 – 3. No. Congress requires that no documentation be disposed of except on specific authority of the Archivist of the United States.
408 – 4. (1) To reduce long-term or permanent Air Force documentation, (2) to reduce the volume of holdings in office space, and (3) to annually dispose of a volume of documentation at least equal to the volume created.

409 – 1. (1) b.
(2) a.
(3) a.
(4) c.
(5) b.
(6) a.
409 – 2. A document that must be preserved permanently because of administrative, legal, historical, technical research, or general value.
409 – 3. Higher headquarters or activities with specialized functions.
409 – 4. As a temporary document.

410 - 1. The separation of active and inactive files. It is terminating a file after a specific time and establishing a new file the next day, if applicable.

410 - 2. To control documentation accumulations and to prevent their growth into cumbersome and hard-to-manage collections, and to simplify their destruction or disposal.

410 - 3. On AF Form 82 and in AFR 12-50.

410 - 4. The basis on which documentation is maintained.

410 - 5. Weekly, monthly, quarterly, and semiannually.

410 - 6. No. Some documents are maintained on a fiscal year basis and are cut off on September 30 of each year.

410 - 7. Disposition refers to any means of changing the custody of, or existence of, documentation. It includes the terms "retirement," "transfer," and "disposal."

410 - 8. (1) a.
(2) c.
(3) b.

410 - 9. (1) Sell as waste paper with resale prohibited unless content has been destroyed, (2) destruction, and (3) donation for preservation and use to any eligible source who has made application for it.

410 - 10. One year.

410 - 11. For newly created documentation or for documentation created because of changes to standards, the initiating OPR submits an AF Form 525 requesting disposition instructions. In the meantime, if documentation is taking up file space needed for active documentation, it may be shipped to a staging area.

410 - 12. After the cutoff of a file rather than the dates of individual documents in a file.

410 - 13. To the staging area.

411 - 1. The standard container for shipping letter- and legal-size documentation is a fiberboard box measuring 14¾ x 12 x 9½ inches.

411 - 2. Only when fiberboard boxes are not available.

411 - 3. Separate each series of documentation into three groups: Unclassified, Secret and Confidential, and Top Secret. Within each group, further separate the series into permanent and temporary (by retention period) records.

412 - 1. The existing arrangement of the files should be preserved.

412 - 2. Folders should be packed upright with letter-size folders facing the front of the container.

412 - 3. Under no circumstances.

412 - 4. In separate boxes.

412 - 5. Permanent and temporary files are never packed for shipping in the same box.

412 - 6. Maps and charts are usually transferred in special map boxes; however, they may also be rolled in brown paper, taped, and identified with a tag or label.

412 - 7. Use crumpled or wadded paper or other suitable packing material to fill in empty spaces. Do NOT use wood shavings, shredded paper, wax paper, additional file material, or surplus file folders as packing material.

412 - 8. Classified documents are packed just like unclassified except that large quantities are wrapped in heavy brown paper, addressed to include return address, and marked with the classification of its contents, then placed in a shipping container. Small quantities are placed in a sealed envelope, marked in the same manner as large quantities, then placed in an outer sealed envelope to hide the classification markings.

413 - 1. Pressure-sensitive tape is used for containers being sent to a records center, whereas, gummed tape is used for records being sent to a staging area.

413 - 2. When the records have a retention period of more than 8 years, and will eventually be sent to a records center after a stay in the local staging area.

413 - 3. The shipper's and addressee's organizational name and address.

414 - 1. SF 135 is used to identify documentation to be retired or to transfer custody of documentation to another activity. The form also serves as a packing list, a medium for controlling the location, retrieval, reference, and disposition of documentation; as a receipt for retired documentation; and for identifying and accounting for lost, destroyed, or withheld documentation that normally would have been retired.

414 - 2. Prepare one set of SFs 135 for all six boxes.

414 - 3. Normally two copies are prepared, both sent with the container; one is retained by the staging area, the other is sent back to you for file.

414 - 4. Three weeks. You get approval by sending SF 135 (original and two copies) to the records center.

415 - 1. Write directly to the creating or accumulating activity.

415 - 2. Optional Form 11, Reference Requests—Federal Records Center.

415 - 3. Standard Form 180, Request Pertaining to Military Records.

415 - 4. The individual concerned, the next of kin (if the individual is deceased), and Federal offices for official purposes.

415 - 5. The person in charge of the office that borrowed the documentation.

CHAPTER 2

416 - 1. Word processing is defined as "the manipulation of textual material through the use of a keyboarding device capable of controlled storage, retrieval, and automated typing."

416 - 2. The goal of the Air Force Word Processing Management Program is to achieve increased productivity through the use of word processing equipment.

417 - 1. (1) d.
(2) b.
(3) c.
(4) d.
(5) f.
(6) c.
(7) b.
(8) a.

CHAPTER 3

418 - 1. Overall classification, downgrading, and declassification markings; office of origin; identity of classifier; and the date of preparation and classification. Also, which portions are classified and which are not.

418 - 2. At the top and bottom on the outside of the front cover (if any), on the title page (if any), on the first page, on the back page, and on the outside of the back cover (if any).

418 - 3. To show the level of classified information appearing on that page.

418 - 4. (TS) for Top Secret, (S) for Secret, (C) for Confidential, and (U) for Unclassified.

418 - 5. To clearly identify the information that requires protection and to prevent overclassification or misclassification.

418 - 6. Yes, if necessary. However, subjects and titles should be selected, if possible, so as not to require classification. Also, when you use a classified subject, you must include an unclassified short title for reference purposes.

418 - 7. The authority for the action, the date of the action, and the identity of the person taking the action.

418 - 8. In general the security classification is conspicuously stamped, printed, written, painted, or affixed by means of a tag, sticker, decal, or similar device, on the material itself and on the container (if possible).

418 - 9. D and f are the only true statements.

419 - 1. Classified information and unclassified information.

419 - 2. Classified information is information that must be safeguarded in the interest of national defense to prevent unauthorized disclosure.

419 - 3. The individual must have a need to know, have been granted a security clearance, and have proper identification.

419 - 4. No. Some unclassified information is of possible intelligence value.

419 - 5. For Official Use Only (FOUO).

420 - 1. To document every action taken with Top Secret documents.

420 - 2. To receive, dispatch, and account for Top Secret material for the organizational element he or she serves.

420 - 3. It is used to account for each Top Secret document and copy thereof originated, received, reproduced, or dispatched by elements served by a TSCO.

420 – 4. Until each document entered on the register has been disposed of.
420 – 5. It is used to identify by name, office, and date each person who has had access to TS information.
420 – 6. It is removed and filed by the dispatching TSCO and a new AF Form 144 is prepared by the receiving TSCO on receipt of the document.
420 – 7. Annually or when a TSCO is transferred.
420 – 8. To ascertain that the register is complete, the procedures used are adequate, that all material entered is on hand, and that all entries are correct.
420 – 9. No.
420 – 10. The limited use of receipts in transmitting documents between geographically separated units and maintaining certificates of destruction.
420 – 11. No.

421 – 1. Whenever it is not under the personal control and observation of an authorized person.
421 – 2. In a safe-type, steel-file container with a built-in, three-position, dial-type combination lock as approved by GSA, or a class A vault. It may also be stored in an alarmed area or an area under constant surveillance by authorized personnel.
421 – 3. It must be equal to the protection provided in an alarmed area.
421 – 4. Money, weapons, medical security items, controlled drugs, or precious metals.
421 – 5. A number or symbol is affixed in a conspicuous location on the outside.
421 – 6. For 1 year unless the type of material stored dictates more frequent change.
421 – 7. Yes. It is assigned a security classification equal to the highest category of classified material authorized to be stored in the container.
421 – 8. To provide protection and accountability for classified material at all times.
421 – 9. Turn them face down or cover them up.
421 – 10. The AF Form 144a is used as a cover sheet for Secret or Confidential documents that have been removed from a safe. However, the AF Form 144a should not be filed with the documents.
421 – 11. They should be destroyed by authorized methods or given the same protection as the material they were used to produce.
421 – 12. The ribbon is considered to be classified as Secret until it has been cycled through the typewriter five times in the course of regular typing.
421 – 13. You would look for image transfer.
421 – 14. You are responsible for retrieving the material or getting receipts for the material.
421 – 15. You can discuss classified information only over a telephone that has approved secure communication circuits.
421 – 16. At the end of each workday.
421 – 17. No. It should be signed off each time it is unlocked, or locked and checked at the end of the normal duty day.
421 – 18. Check that all classified material is in secure storage and that the storage containers have been locked and checked.
421 – 19. In command or base supplements to DOD 5200.1/AFR 205-1.
421 – 20. So that such material does not fall into unauthorized hands in the event of an emergency.
421 – 21. First, all Top Secret material and then all Secret and Confidential material.

422 – 1. Only when a US escort has physical control of the material.
422 – 2. It is permitted only when the responsible official concerned has made provisions to preclude customs, postal, or other inspections.
422 – 3. Never. It must be transmitted by designated official, by courier, or by diplomatic pouch.
422 – 4. Secret and Confidential.
422 – 5. It is inclosed in a folder, an envelope, or a briefcase.
422 – 6. The activity orders issuing or approval official.
422 – 7. It must never pass out of US Government control nor through foreign postal systems.
422 – 8.
  a. Messenger.
  b. Messenger or BITS.
  c. Registered mail.
  d. Registered mail.
  e. ARFCOS courier.
  f. First-class mail.
  g. Registered mail.

423 – 1. Through the Top Secret Control Office (TSCO).
423 – 2. From the accountable or controlling office directly to the action office.
423 – 3. Only those persons necessary for the proper and efficient transaction of business.
423 – 4. The seals and both outer and inner wrappings for evidence of tampering.
423 – 5. They must be signed. Facsimile signatures are not authorized.
423 – 6. 20 days.

424 – 1. Classified material must be inclosed in two opaque, sealed envelopes or similar wrappings.
424 – 2. Material used for packaging classified material must be strong and durable enough to provide security protection while in transit, to prevent items from breaking out of the container, and to facilitate the detection of any tampering with the container.
424 – 3. Written classified material must be folded or packed so that the text will not be in direct contact with the inner envelope or container.
424 – 4. Classified material must be addressed to an official Government activity and not to an individual. Like all administrative communications, it should be addressed directly to the office that will take action on the subject.
424 – 5. The address of the receiving activity, security classification, return address, and any applicable special instructions.
424 – 6. The address of the receiving activity, the return address, including functional address symbols. It is not marked with the security classification.
424 – 7. On AF Form 310.
424 – 8. The control system for Secret material is based on the limited use of receipts in transmitting documents between geographically separated units and maintaining certificates of destruction.
424 – 9. Internal receipting within an Air Force activity is not required and, in fact, is discouraged.
424 – 10. AF Form 310.

425 – 1. There is a tendency to relax security, although the material still needs protection until it has been destroyed.
425 – 2. As soon as it has served its purpose.
425 – 3. Burning, melting, chemical decomposition, pulping, pulverizing, mutilation, and shredding.
425 – 4. All categories.
425 – 5. Any appropriately cleared official.
425 – 6. No.
425 – 7. The date the material was delivered to the central destruction activity.
425 – 8. No one, unless specifically authorized by the commander.

CHAPTER 4

426 – 1. AFR 182-2, *Postal, Small Parcel, and Distribution Management*.
426 – 2. The Base Information Transfer System is made up of:
  (1) Base Information Transfer Center (BITC).
  (2) Mobile distribution vehicle (MDV).
  (3) Distribution offices.
  (4) Action offices.
  (5) Telecommunications center.
  (6) US Post Office, PSC, or MPO.
426 – 3. Incoming mail is first delivered to the BITC. Then it is sent to the distribution offices on base by the mobile distribution vehicle, and from there to an action office.

427 – 1. The staff or unit distribution office serves as the bridge between the action office and the BITC.
427 – 2. A list of all personnel who may accept mail and who may sign for accountable mail and classified material.
427 – 3. (1) That the right type and size of envelope or container is used; (2) communications are properly packaged and addressed, and if accountable, an AF Form 12 is attached; and (3) that parcels do not exceed size and weight limitations.
427 – 4. Unclassified administrative communications for either on-base distribution or for delivery by direct pouch from the BITC.
427 – 5. All mail containers except letter-size envelopes.
427 – 6. First class.
427 – 7. In the upper right corner of the container approximately 1/4 inch below where the postage meter imprint will appear.
427 – 8. The special mail service indorsement if needed.
427 – 9. They must be secured.
427 – 10. To help them speed up communications and to eliminate the need for them to perform messenger service except in rare cases.
427 – 11. The volume and type of communications received.

428 – 1. By size, mail classification, and special postal services desired.
428 – 2. Through the BITS in a US Government Messenger Envelope.
428 – 3. Prepare a receipt, if required by AFR 205-1, and put it inside the container with the communication. Place the communication and the receipt in a single, sealed opaque container with the security classification, Secret, marked on both sides of the container. The container will be controlled by a container number and AF Form 12.
428 – 4. By addressing communications from action office to action office.
428 – 5. It is used to control accountable communications while they are in Air Force distribution channels.
428 – 6. On the left side of the container, below the return address.
428 – 7. It is used to acknowledge the receipt of a sealed container.
428 – 8. Seven. Because you must prepare a separate AF Form 12 for each organization.
428 – 9. Attach it securely to the container.
428 – 10. The remaining, unsigned copies stay with the container.
428 – 11. It is used for on-base distribution of unclassified communications.
428 – 12. By organization identification and action office FAS.
428 – 13. Compare the number on the container with the number on the container receipt.
428 – 14. Check the container for any evidence of tampering.
428 – 15. Immediately report the discrepancies to the sender and return an annotated and signed copy of the receipt to the sender.

429 – 1. By a chain of receipts from the time the post office accepts it to final delivery.
429 – 2. Certified mail provides a receipt for first-class mail of no intrinsic value.

430 – 1. b, e, and f.

CHAPTER 5

431 – 1. Air Force Publications Manager.
431 – 2. Director of Administration, Chief, Base Administration, or administration officer.
431 – 3. Office of primary responsibility.
431 – 4. Basically, the publications manager's job is to oversee all lower level publications programs and publications produced.
431 – 5. Consulting with the publications manager, ensuring conformity of your publications with AFR 5-1,keeping existing publications current and rescissions prompt, and reviewing lower command supplements to your publications.

432 – 1. Only a few Air Force publications should be enforceable against individual members of the Air Force.
432 – 2. Those which, if violated, would make the member subject to trial by court-martial or to nonjudicial punishment for violations of Article 92.
432 – 3. A mandatory provision requires that the individual do something while the prohibitory provision requires that an individual not do something.
432 – 4. It generally must obligate individuals.
432 – 5. Nonenforceable.
432 – 6. The purpose statement.
432 – 7. By chapters, paragraphs, and so on in the purpose statement.
433 – 1. Taking this step could prevent your doing unnecessary work, reveal information or requirements not otherwise available to you, and increase your chances for getting quick final approval.
433 – 2. To determine if there are other publications that have been issued on the subject.
433 – 3. Publications management office.
433 – 4. Prepare a brief narrative description of the publication, including its purpose and types of organizations or personnel that must receive it.
433 – 5. AF Form 1141, Request for Approval of Form.
433 – 6. You must analyze it to find the best order in which to present it.

434 – 1. Any five of these:
  a. Necessary to the efficient administration and operation of the Air Force.
  b. Written in good taste.
  c. Current.
  d. Consistent with Air Force doctrine, existing law, and with National, Department of Defense, and Air Force policy.
  e. Applicable only to personnel within or under the jurisdiction of the issuing headquarters.
  f. Readable, effective, and economical.
  g. Directed to a specific audience.
  h. Coordinated with all offices with technical or administrative interest.
  i. Does not duplicate or conflict with another publication.
  j. Does not contain controversial material.
  k. Does not include advertisements or indorsements, or show favors to any product or service.
434 – 2. False.
434 – 3. Under no circumstances.
434 – 4. False.
434 – 5. A publication must not impose overly restrictive administrative requirements.
434 – 6. Spell out the word or phrase the first time you use it. Follow that with the abbreviation in parentheses. Thereafter, use only the abbreviation.

435 – 1. Typed from the left margin across the full width of the page. The text is justified right, and the chapter and main paragraph titles may be boldfaced, if the composing equipment has that capability.
435 – 2. If a standard format would delay issuance or increase cost, or if it is not suitable for the information being published, the Chief of Base Administration may authorize another format.
436 – 1. Issuing activity and organization, publication number, and date.
436 – 2. DEPARTMENT OF THE AIR FORCE.
436 – 3. AFR 5-4.
436 – 4. Leave a space for the issuance date, then type in the phrase "Effective (date)" directly below; leave a space for the issuance date, then type in the phrase "Expires (date)" directly below.
436 – 5. If your main purpose is to establish a form or a report.
436 – 6. The manuscript has to be 20 or more pages long, excluding signature element, summary of changes, and attachments.
436 – 7. It is a 6-line entry at the bottom of the first page of every standard publication that gives the supersession information number, number of printed pages, the OPR, approved by, writer-editor, and the distribution symbol of the publication.

437 – 1. (1) The authority line (if required), (2) signature element, (3) attachments (if there is no table of contents), and (4) the summary of changes (if the publication is a revision of an existing publication).
437 – 2. Either the commander or the unit administration officer.
437 – 3. They may be used if your organization elects to do so.
437 – 4. Such items as bibliographies, glossaries, subject indexes, lists, formats, illustrations, and forms for local reproduction. At the end of the table of contents.
437 – 5. It is a brief statement summarizing the major changes in policies or procedures of a revised publication.

438 – 1. At least three.
438 – 2. Allow at least a 1-inch space above and below the figure (or table) number and caption. Insert a sheet of paper containing similar identification if it is a full-page illustration or an attachment.
438 – 3. Number each page (in pencil) consecutively with an Arabic number in the lower right corner.
438 – 4. (1) Make certain all pages are numbered and accounted for, (2) check all parts of the publication for continuity and proper identifying numbers, letters, and titles; (3) check references to other publications and make sure all references are listed according to AFR 5-8; (4) make sure all addresses, forms, or technical information is accurate; (5) make sure subject matter conforms to the basic policies of publications development; (6) make sure the table of contents agrees exactly with the text, figures, tables, and attachments; and (7) make sure it's easy to read.

439 – 1. An RGL measures how much reading ability it takes to comprehend written material.
439 – 2. Changes, supplements, and most operating instructions.
439 – 3. Look for ways to simplify the writing.
439 – 4. AF Form 800.

440 – 1. AF Form 800 and AF Form 673, Request to Issue Publication.
440 – 2. In headquarters or units at MAJCOM or SOA and below.
440 – 3. Just ask them to do so.

441 – 1. You must coordinate with all staff offices that have a technical interest in its contents.
441 – 2. Signature of the coordinating officials.
441 – 3. You might need to alter parts of your manuscript.
441 – 4. You didn't coordinate with lower level organizations.

442 – 1. Usually only directors, deputy directors, similar or higher level officials.
442 – 2. A person chosen by the MAJCOM or SOA commander.
442 – 3. Check the local supplement to AFR 5-1, or call the publications management office on your base.
442 – 4. AF Form 673.
442 – 5. Request it in the Remarks section of AF Form 673 and write or type the words IMMEDIATE ACTION at the top center of the title page above the heading.
442 – 6. That your manuscript "...meets Air Force requirements for necessity, good taste, and consonance (agreement) with Air Force doctrine, existing law, and National Department of Defense, and Air Force policy."

443 – 1. Send a signed (certified) AF Form 673, an AF Form 800, and any background material you may have.
443 – 2. All papers that show coordination, comments, and actions that affect the issuance of your publication.
443 – 3. In HQ USAF (generally, departmental publications), you have to submit two copies of the manuscript and five of the AF Form 673. For all other publications, however, the number of copies to submit is set locally. Check with your publications management office on this requirement.
443 – 4. They may ask you to clarify some statement, request additional coordination, or if your manuscript was not submitted previously for writing service, they may need to make some major editorial changes.

444 – 1. Bulletins and staff digest are not indexed.
444 – 2. Generally, every six months.
444 – 3. Numerically, under each subject series.
444 – 4. The notation of (PA).
444 – 5. Publications that have been superseded (if the number or type changed) or rescinded since the last edition in a separate obsolete section.

445 – 1. Annual and Special.
445 – 2. Annual: Annually, on the anniversary date of the publication (or within the anniversary month), you will receive a notice (AF Form 1382, Request for Review of Publications and/or Forms(s)) from the publications management office reminding you to conduct an annual review. You will have between 14 and 30 calendar days, depending on the size of the publication, to finish your review. At the end of that time, you will need to tell them on AF Form 1382 whether the publication is current or if it needs to be revised, changed, or rescinded.
Special: The publications management office may ask you to review your publication before allowing you to reprint it, especially if your publication is an expensive one to produce. In either type of review you should check to be sure all forms, information, and procedures are current.

446 – 1. A revised publication is one that supersedes (replaces) a previous edition or related publication, either in whole or in part.
446 – 2. A supersession footnote.
446 – 3. Use the same steps you would use for other standard publications.
446 – 4. Number of changes already issued, number of page inserts needed to make still another change, current cost and availability of paper, shelf stock of basic and changes on hand, and so forth.
446 – 5. Use stars or asterisks to show which parts, chapters, sections, or paragraphs contain revised materials.

447 – 1. Formal, informal message, and other.
447 – 2. Informal.
447 – 3. All changes are numbered in sequence (Change 1, Change 2, etc.).
447 – 4. Issue a change rather than a revision if: (1) basic publication has more than four printed pages, (2) total adjustments, including those in previous changes, effect less than 40 percent of the basic publication, attachments included.
447 – 5. A leadline is always used to identify the basic publication being changed.
447 – 6. It is most costly and uses more paper.
447 – 7. It is preferred because a basic publication so changed is easier to comprehend.
447 – 8. Stars, asterisks, or marginal lines may be used to indicate where the material has been changed.
447 – 9. Only when holders can write in the changes on each page as quickly as they can remove and insert a new page.
447 – 10. Use the same number, followed by the new material.
447 – 11. Emergency Message Change (EMC) and Interim Message Change (IMC).
447 – 12. Interim Message Change.
447 – 13. When neither a formal change nor a message change is practical.
447 – 14. MAJCOMs and SOAs can make minor write-in changes to their (MAJCOM) publications on the PB.

448 – 1. Supplements are issued in order to bring local procedures more in line with the basic publication.
448 – 2. Issue supplements at the highest possible level (preferably at MAJCOM or SOA).
448 – 3. Issue your own basic publication when: (1) a higher headquarters has not issued a publication directly related to your material; (2) a higher headquarters publication is not distributed to the activities that would receive your supplement; (3) the format, purpose, size, or contents of a publication makes is unsuitable for supplementation—a pocket-size pamphlet, for example.

449 – 1. Paragraph and page insert.
449 – 2. The first page includes: (1) heading, (2) title, (3) leadline, and (4) footnotes.
449 – 3. The same as the related paragraph or subparagraph of the basic publication.

449 – 4. (1) Add a new main paragraph if your supplementary material bears no direct relationship to a specific paragraph or subparagraph of the basic publication, or if adding a paragraph would complicate the text; (2) Add a subparagraph if your supplementary material is a logical continuation of existing subparagraphs of the basic publication; (3) To show additional paragraphs, insert "Added" in parentheses after the paragraph number.

449 – 5. Only the Directors of Administration of HQ USAF, MAJCOM, and SOA levels.

449 – 6. Only very lengthy basic publications—100 pages or more.

450 – 1. You must immediately decide whether the change also affects your supplement.

450 – 2. Supplements that remain in effect when the basic publication has been superseded.

450 – 3. You must publish a revised supplement as soon as possible—preferably within 90 days after receiving the new basic publication.

450 – 4. Such material is not binding.

450 – 5. The material may have been only slightly reworded—just enough that you can't readily recognize it. The fix is to check the two for such overlap before you submit the publication.

451 – 1. To correct significant typographical errors in a recently issued publication or change—not to adjust the policies or procedures it contains.

451 – 2. The phrase "CORRECTED COPY" is centered at the top of the title page or cover. The date of the publication or change stays the same. Stars or asterisks may be used to indicate the corrections. The publications management office and the OPR decide when a corrected copy must be issued.

451 – 3. When there is no longer a need. Only the OPR for a publication is authorized to request its rescission.

451 – 4. Prepare a letter requesting rescission, coordinate it with all interested staff offices, have it signed by the designated approving authority, and then send it to the publications management office. If you received an AF Form 1382, you can request recission on that, and coordinate it with all interested staff offices.

452 – 1. OPR.

452 – 2. Publications Management Office.

452 – 3. Discard the suspense copy and file the original by publication number for future reference, if desired.

452 – 4. Annually, on the anniversary date or within the anniversary month.

452 – 5. Completing the AF Form 1382.

452 – 6. If the publication or form is inexpensive or if it has had an annual review during the past 90 calendar days.

452 – 7. They are file folders containing the support material for each publication your headquarters or base issues.

452 – 8. They are arranged numerically within each subject series.

452 – 9. Destroy the manuscript.

452 – 10. Only when typographical errors significantly alter the meaning of the text of a recently issued publication.

453 – 1. Generally, in order of receipt.

453 – 2. Take time to read it through.

453 – 3. A conference often helps the editor and project officer to appreciate each others problems, and it gives you a chance to tell the project officer what procedures to follow.

453 – 4. Basically, it is yours.

453 – 5. Subparagraph titles are optional, but if titles are used, they must be used throughout the manuscript.

453 – 6. Only directors of administration (or comparable officials).

453 – 7. Each manuscript should reflect the best efforts of both the editor and the project officer.

453 – 8. Apply a publication control (secondary) number on the title and subsequent pages, estimate the distribution date, and prepare and release the manuscript for reproduction.

CHAPTER 6

454 – 1. The OPR.

454 – 2. The OPR.

454 – 3. Forms Management Office.

455 – 1. It must make it clear that the use of the form is mandatory by the organizations and persons to whom the directive applies. It also must identify the form, state the purpose of the form, tell who will prepare it, explain or illustrate how to fill it out, give the number of copies and state when and where to send them. The directive also lists all forms it prescribes.

455 – 2. How to get and use special filing equipment that might be needed to store the completed forms, instructions for marking, receipting, protecting, and accounting for controlled forms, and where to send requisitions for forms if the source supply is other than the normal publishing distribution system.

455 – 3. A completed AF Form 1141, Request for Approval of Form; a sketch of the proposed form; and a draft copy of the prescribing directive.

456 – 1. Makes sure the OPR has filled out all necessary items on the AF Form 1141.

456 – 2. Items 1 and 2 on the front of the AF Form 1141 and the applicable items on the reverse of the form.

456 – 3. One copy becomes a permanent part of the numerical forms file, the other is maintained with the record set of the prescribing directive.

457 – 1. The form designation, number, and date.

457 – 2. Whenever there is a change in a law, regulation, procedure, or organization.

457 – 3. In the lower right border of the form.

457 – 4. 8½ by 11 inches.

457 – 5. The OPR.

457 – 6. Classified, accountable, storage safeguarded, For Official Use Only.

457 – 7. When classified information would be revealed by a form title, you must use an unclassified short title for reference.

457 – 8. On the face of the form; on the back of the form; attached to the form as a tear-off sheet; and issued as a separate form bearing the same number as the basic form.

457 – 9. To save time when used in such applications as logs, in program planning, and in compilations.

457 – 10. When lines are added and sufficient copies are required to necessitate reproduction; when the form is used to collect information subject to the Privacy Act of 1974; when the form is used to collect information on a recurring basis.

457 – 11. Overprinting is the printing of fixed, repetitive fill-in data in existing spaces of another OPR's form. The form is identified by placing the originator's organization followed by the word "overprint" in the lower right margin of the form.

458 – 1. Numerical and functional.

458 – 2. Numerical.

458 – 3. The material is arranged chronologically, with the most recent date on top.

458 – 4. Functional file.

458 – 5. Numerically, according to the functional classification code.

458 – 6. (1) It helps to prevent the creation of new forms that would duplicate forms already in use for the same purpose; (2) It reveals unnecessary duplication of data when two or more forms are used in a specific system or procedures; (3) It makes it possible to standardize forms and related procedures used for the same function in a organization.

458 – 7. When it supports more than one function.

458 – 8. The primary functional code.

459 – 1. A forms register is used to prepare indexes, to dispose of obsolete numerical files, and to reuse numbers of discontinued forms.

459 – 2. AF Form 1797, Forms Register.

459 – 3. Current section and obsolete section.

459 – 4. Once each year, as of 1 Nov for the period of 1 Oct through 30 Sep.

460 – 1. At least annually.

460 – 2. The OPR.

460 – 3. The review procedure gives the OPR a chance to: (1) declare the form current and essential; (2) eliminate unnecessary duplication of information; (3) revise or eliminate the form; or (4) take corrective actions.

460 – 4. AF Form 1382, Requests for Review of Publication and/or Form(s).

460 – 5. (1) Lists the form in the base or publishing bulletin, along with disposition instructions; (2) removes the numerical file and the functional file copy from the active files and annotates the forms register, and (3) moves the form from the active section of the forms index to the obsolete section.

460 – 6. When the forms inventory is large enough.

1985-631-028/20526 AUGAFS,AL(854980)15700